

GOVERNMENT OF ODISHA  
DEPARTMENT OF HIGHER EDUCATION  
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**No. VII-HE-COOD-PG-0033/14 20682/H.E., Dated: 26/07/2016**

From

Sri Vinod Kumar, IAS  
Officer on Special Duty

To

The Registrars of all State Universities/  
The Principals of all Govt. /Non- Govt. Colleges

**Sub: Establishment of Management Information System (MIS)**

Madam/Sir,

I am directed to say that MHRD, Govt. of India has taken an initiative for developing a database online through All India Survey by getting data uploaded directly by universities and colleges each year through AISHE portal (<http://aishe.gov.in>). Making data uploading on AISHE portal by the institutions is mandatory for release of funds from UGC & is linked with grading of any institutions by NAAC under the accreditation scheme. In this context, a MIS Format has been developed & all Higher Education Institutions are required to fill up the prescribed MIS Format in detail, upload it in the college ebsite and update the data each year in the website for reference by higher education department.

In view of the above, appropriate action in the matter on the lines mentioned above may please be taken on priority and send a hard copy/soft copy of the format to this office through e-mail ID:sqacled@gmail.com within one month from the date of issue of this letter positively for taking further action at this end.

Yours faithfully

Officer on Special Duty

**Memo No.: 20683(4) HE, Dated: 26/7/2016**

Copy forwarded to Director, Higher Education/All Regional Directors of Education (Berhampur, Bhubaneswar, Sambalpur) for information. They are requested to monitor the progress made by the institutions in this regard at a regular interval.

Officer on Special Duty

## Higher Education Management Information System (HEMIS)

### (For Colleges & Universities in Odisha)

**(Data should be updated annually for submission of information as and when required. It must be reflected in the institution website every year. )**

#### Basic Information

1. Name of the College: Christ College, Cuttack
2. (i) College code: DDO-EDU-007, CA-10 (CHSE) University code-2004  
(ii) State: Odisha  
(iii) District: Cuttack  
(iv) Name of the Block: CUTTACK CITY  
(v) Name of the Gram Panchayat (for rural area)/Ward (for urban area): Ward No. 10

(vi) Website: www. christcollege.ac.in

(vii) Total Area: 5.725 acres

(viii) Total constructed Area:

3. a) Complete postal address of the college: Christ College, At – Chandi Chhak  
Post office: Tulsipur pin code:753008

Telephone number of the college (with STD code): 0671 - 2301757

b) Status of the college: (Whether UGC 2f / 12b status.): UGC 2(f)/12(b) status

Accreditation Status: (Accredited /Not Accredited.): Accredited

If accredited, mention grade and validity period:

4. Nodal officer details: (For UGC/RUSA/NAAC separately)

i) Name :

ii) Designation :

iii) Contact no :

iv) E-mail Id :

5. University to which affiliated: Utkal University, Vani Vihar, Bhubaneswar

6. The statutory body through which recognized: (UGC/AICTE/NCTE): UGC

7. Year of affiliation with university: 1946

8. Whether College is Autonomous: No

9. Status of the College: (UGC 2f /12B): UGC 2f/12B

10. Accreditation Status:(Accredited / Not Accredited/Applied for Accreditation): Accredited

11. Validity of Accreditation: expired since

## A. College profile

1. What category of institution is this?  
 (Junior college=1, degree college=2, degree college with +2 Level=3,   
 P.G. college with +3 levels=4, P.G. college  
 with +2 and+3 levels=5, others=6)
2. a) Year of establishment of the college:   
 b) Year of recognition of the college:
- c) If upgraded to a degree college, mention the year of  
 Up-gradation otherwise put zeroes in the boxes.  
 (If not applicable put 0001 in the boxes)
3. Status and source of funding of the college:  
 (Recognized and fully funded by the state govt. =1, Recognized aided=2  
 Recognized but not aided by the govt. (i.e. Private un-aided) =3   
 Block grant=4, others=5)
4. Management of the college:   
 (Govt. =1; Aided=2;  
 Tribal welfare dept. =3; Social welfare dept. =4; public sector=5,  
 Private bodies such as Trusts/Missionaries/NGOs=6;   
 Block grant=7; Unaided=8)
5. Type of college: (Boys only=1, Girls only=2; Co-edn=3)
6. Is it a college exclusively for students with special  
 needs (CWSN)? (Yes=1; NO=2)

7. Stream wise number of sections in the college:

Stream 2015-16	Whether exists(Yes=1;No=2)	No. of sections in UG	No. of sections in PG
Arts	307		
Science	224		
Commerce	154		
Self-financing courses	16		
Professional courses			
<b>TOTAL</b>			

8. a) Area in which the college is located:  
 (Rural=1; Urban=2):   
 b) Whether the college is located in hilly area:  
 (Yes= 1; No= 2)

c) Whether the College functions in Own building? Yes /No: No

9. Staff quarters available:

	Category	Number
Teaching staff	Lecturer	2
Non-Teaching staff	Peon, Caretaker	8
TOTAL		10

10. i) Does the college has students' hostel? Yes/No

ii) Number of hostels: Boys:  Girls:

11

Sl.No.	Hostel Type	Name of hostel	Intake Capacity	No. of students residing

. Programme Detail:

Faculty	Programme	Subject	Intake	No.of students Admitted	Programme duration
ARTS	B.A	ODIA			
		ENGLISH			
		POL.SC			
		ECONOMICS			
		HISTORY			
		HINDI			
		SANSKRIT			
		PSHYCOLOGY			
		SOCIOLOGY			
		PHILOSOPHY			
		EDUCATION			
		HOME SCIENCE			
SCIENCE	B.SC	PHYSICS			
		CHEMISTRY			
		MATHEMATICS			
		BOTANY			
COMMERCE	B.COM	ZOOLOGY			
		COMMERCE			
SELF FINANCING	B.SC	COMPUTER SCIENCE			

**B. College Enrollment (Year wise)**  
**1. Number of students enrolled in the college:**

	Faculty	Programme	Subject	Type(General /S.F./Prof./ Vocational)	Year of Roll.	General Boys/Girls/ Total	SC/ Boys/Girls/ Total	ST Boys/Girls/ Total	OBC Boys/Girls/ Total	Minority Boys/Girls/ Total
2013	ARTS	B.A	ODIA			13/6	02/-	-		1/2
			ENGLISH			3/12	-/1	-		7/1
			POL.SC			15/9	01/-	-		3/4
			HISTORY			9/8	3/1	-		4/4
			HINDI			7/-	1/-	-		1/7
			SANSKRIT			7/8	-/10	-		-
			PSHYCOLOGY			-	-	-		-
			SOCIOLOGY			-	-	-		-
			EDUCATION			14/14	-	-		-/2
			PHILOSOPHY			10/7	0/1	-		7/-
			ECONOMICS			11/18	-	-		1/2
			MATHEMATICS			01/-	-	-		-
2013	SCIENCE	B.SC	PHYSICS			24/6	-	02/-		-/01
			CHEMISTRY			26/5	-	-		0/-
			MATHEMATICS			20/8	-	-/01		03/-
			BOTANY			22/8	01/-	01/-		-
			ZOOLOGY			12/18	-	01/-		03/-
2013	SELF FINANCING	B.SC	COMPUTER SCIENCE			15/-	-	-		02
2013	COMMERCE	B.COM	COMMERCE			50/31	04/-	02/-		21/21

### C. Staff information (Teaching and Non-Teaching)

#### 1. Total number of Teachers:

SL.No	Department / Subject		Sanctioned Strength	No. of Regular teachers in position M/F/ Total	No. of part time/temporary/contract ual/Guest Teachers in position M/F/Total	Grand Total
1	SCIENCE	PHYSICS	8	M=4 F=4 = 8		M=4 F=4 =8
2		CHEMISTRY	9	M=5 F=3 = 8		M=5 F=3 = 8
3		MATHEMATICS	5	M=5 F=0 = 5		M=5 F=0 = 5
4		BOTANY	7	M=4 F=2 = 6		M=4 F=2 = 6
5		ZOOLOGY	7	M=2 F=5 = 7	M=1	M=2 F=5 = 8
6		COMPUTER SCIENCE	4	M=1 F=3 = 4	F=1	M=1 F=3 = 5
7	ATRS	ODIA	8	M=4 F=1 = 5	F=1	M=4 F=1 =6
8		ENGLISH	11	M=1 F=4 = 5		M=1 F=4 = 5
9		POL.SCIENCE	4	M=1 F=2 = 3		M=1 F=2 = 3
10		HISTORY	5	M=1 F=3 = 4		M=1 F=3 = 4
11		PHILOSOPHY	3	M=3 F=0 = 3	M=1	M=3 F=0 = 4
12		PSYCOLOGY	2	M=1 F=1 =2		M=1 F=1 =2
		HOME SCIENCE	1	F=1		F=1
14		EDUCATION	3	M=1 F=2 = 3		M=1 F=2 = 3
15		SOCIOLOGY	1	F=1		F=1
16		HINDI	3	M=1 F=2 = 3		M=1 F=2 = 3
17		SANSKRIT	3	M=1 F=2 = 3		M=1 F=2 = 3
18		ECONOMICS	5	M=2 F=1 = 3		M=2 F=1 = 3
19	COMM	COMMERCE	5	M=4 F=1 = 5		M=4 F=1 = 5

## 2. Training Status

Sl. No.	Name	Department	Educational Qualification	No. of Refresher courses attended	No of Training work shops attended	No of papers published	No. of books published
1	S.K.Sahu	Botany		2			
2	S.Panda	Botany		3			
3	J.Jhunjhunwala	Commerce		2			
4	P. Samantray	Economics		2			
5	G.Rout	Economics		2			
6	J.S. Mahaprasashta	Economics		2			
7	S.Kar	English		1			
8	Z.Jabeen	English		1			
9	M.Patra	English		2			
10	K.Jena	Hindi		2			
11	M.K.Otta	History		2			
12	G.Mohapatra	History		2			
13	B.Mohapatra	History		2			
14	B.Nanda	Home Sc.		2			
15	M.Sarkar	Mathematics		1			
16	P.K.Sahu	Mathematics		2			
17	P.K.Mohanty	Mathematics		2			
18	M.Kar	Mathematics		2			
19	K.Sarangi	Odia		1			
20	D.Sukla	Odia		1			
21	P.K.Dhal	Odia		1			
22	M.Mohammed	Philosophy		3			
23	B.B.Acharya	Physics		1			
24	D.Mohapatra	Physics		1			
25	D.Mishra	Sanskrit		2			
26	D.Dash	Sanskrit		3			
27	M.Jachuck	Zoology		1			
28	G.Rath	Zoology		1			
29	P.K.Pati	Zoology		1			
30	S.Rout	Zoology		1			
31	K.Mishra	Zoology		2			

### 3. No. of Ph. D's/M. Phill

1	Dr.Sidharth Kumar Sahu	<b>BOTANY</b>	1991 U.U.	Transformation of Pesticides Rhizosphere	M
2	Dr.Sanjit Biswas	<b>BOTANY</b>	2013 U.U.	Ethnobotanical Studies of Malkangiri District Odisha India Including Identification of a few potential medicinal plants for drug development programme	M
3	Dr. Bandita Acharya	<b>BOTANY</b>	2012 U.U.	Plant Resource utilization by Tribes of Keonjhar District	F
4	Dr. Anandini Rout	<b>BOTANY</b>	2015 Ravenshaw University	Antimicrobial effect of siluer nanoparticles of plant products against human pathogens	F
1	Dr.Dilip Kumar Baral	<b>CHEMISTRY</b>	2011 U.U.	Studies on the reactivities of transition metalcomplexes with drugs & bio molecules	M
1	Dr.Sanju Sharma	<b>COMMERCE</b>	2017	Financial Performance Analysis of Sugar Industries in Odisha	F
2	Dr. Mangaraj Patra	<b>COMMERCE</b>	2015 Ravenshaw University	A Study on Dairy Development Through Co-operatives in Orissa : A Case Study of Undivided Cuttack District	M
3	Dr. Jiwan Jhunjhunwala	<b>COMMERCE</b>	2011 U.U.	Empirical Study of Physical and Financial Performances of State road Transport Corporation in India in Post Liberalised Era.	M
1	Dr. Gadadhar Rout	<b>ECONOMICS</b>	1994	Marketed and marketable	M
2	Dr.Jogasankar Mahaprashasta	<b>ECONOMICS</b>	2005	Cort of Borrwoing : Access to Credit and agricultural productivity. An Economeric Analysis of Cuttack District, Odisha	M
1		<b>EDUCATION</b>			
1	Dr. Jeeta Ray	<b>ENGLISH</b>	2000	A Study of the Images of Social problems of the Immigrants as projected in the short stories and Novel of Bhanati Mukherjee	F
2	Dr. Zehera Jabeen	<b>ENGLISH</b>	2014	Ardhasatabdira Odisha O Tahinre Mo Sthana in English Translation in a Critical Introduction	F
1	Dr.Rafia Rubab	<b>HINDI</b>	2010	Hindi Ghazalon ka Allochanatmak Adhayan	M
2	Dr. Aryakumar Harshabardhan	<b>HINDI</b>	2005	Balmikiya Ramayan tatha Ramacharit Manas ke pramukh pratha Ek Monobaigyanik Adhayan	M
1	Dr. Bijayani Mohapatra	<b>HISTORY</b>	1992	Administrative History of Puri District 1866 - 1947	F



	1	Dr. Binita Nanda	HOME SC.	1992	Maternal Antecedents in the development of Children's	F
1			I.T. & COMP.SC.			
2			I.T. & COMP.SC.			
3			I.T. & COMP.SC.			
1	Dr. Prasanta Ku.Mohanty	MATHEMATICS	1996	Functional Neutral Differential Equation	M	
2	Dr. Maheswar Kar	MATHEMATICS	2014	Theoretical Studies in Newtonian and Non-Newtonian Fluids		
1	Dr. Krutibas Sarangi	ODIA	1992	Santanu Kumar Acharyanka Eka Upanayasa Saialitawika Adhayan	M	
2	Dr. Daitari Sukla	ODIA	2006	Prativa Raynka Upanyasa Eka Akalana	M	
3	Dr. Pradeep Ku. Dhal	ODIA	1995	Adhunika Odia Kabitare Loka Upadana	M	
4	Dr.Sasmita Naik	ODIA	2010	GopiPradhan Krishakabya	M	
1	Dr.Mohin Mohammed	PHILOSOPHY	1991	A Study on Plato Mode of Inquiry	M	
1	Dr. Bijaya Bhusan Acharya	PHYSICS	2008	Studies on structure and proprties of noncal polymer through x-ray diffraction NMR Spectroscopy	M	
2		PHYSICS				
3		PHYSICS				
1	Dr.Dipak Kumar Dash	POL.SCIENCE	2012	NAM: A Study of IT's Role Since 1992	M	
2		POL.SCIENCE				
1		PSYCHOLOGY				
2		PSYCHOLOGY				
1	Dr.Dolagobinda Mishra	SANSKRIT	2001	The Philosophy of the Malisadharmaparvon of the Mahabharata	M	
2	Dr.Debjani Dash	SANSKRIT	1995		F	
3	Dr. Kshanaprabh Nanda	SANSKRIT	2010	Philosophical Aymns in the AV-An analya	F	
1	Dr.Kalpna Mishra	ZOOLOGY	2014	Studies of Certain industrial wants and its importion works	F	
2	Dr.Pradipta Kumar Pati	ZOOLOGY	2015	A study on the	M	
3	Dr.Gyaneswar Rath	ZOOLOGY	2008	Environmental Impact Assessment study on the male slum dwellers of cuttack	M	

4	Dr.Gayatri Mohanty	<b>ZOOLOGY</b>	2016	Defective packaging of	F
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4. Out of total, number of teachers with disability:

NA

5. Out of total number of teachers belonging to religious minority community

**Non-teaching staff:**

a) Total number of non-teaching staff Male  Female

b) Out of total number of PWD (person with disability):

c) Out of total number of teachers belonging to religious minority community

d) Number of contractual/temporary staff: Male:  Female:

6. Special achievement by the individual teacher/Institution as a whole:

**D. Infrastructure and Teaching-Learning Facilities**

1. a) Does the college has its own building? (Yes=1, No=2)

1

b) If yes, the total covered area (in sq.) of the college building

Covering all the floors:

c) Area (in sq. m.) of vacant space in the college which can be

Used for expansion of infrastructure facilities:

d) Total area of the College in acres:

5.725 ACRES

2. Type of College Building

(Pucca=1; Partly Pucca=2;Kuchcha=3;Tent=4; Others=5

1

3. Number and area of classrooms and other rooms is usable condition in the college (for each dept./office/common room/toilet/library etc.)


4.

a. Separate room for principal

1

b. separate room for vice-principal

1

c. Auditorium

1

d. Separate common room for girls

1

e. Separate common room for boys

1

f. Staff room for teachers

1

g. Separate room for female teachers

1

h. No, of library rooms:

i. No. of laboratory rooms:

j. Room for indoor games:

k.Co-curricular/activity  
room:

I. NCC/NSS/Scout & Guide

room:

m. First aid/sick room:

n. Room to store sports equipment:

o.Guidance and counselling room:

p. Room for chowkidar /watchman:

q. Canteen:

r. Botanical garden/social forestry:

s. Playground;

t. Conference hall:

u. Health centre:

v. Gymnasium/Fitness centre:

w. Indoor stadium:

x. Computer centre:

y. Guest house:

z. Toilets: (boys=1, girls=2, with running water= 3, without running water=4)  
 .Give details in numbers for each category.

3

Boys = 11 Girls =5

5. a) Does the college has boundary walls? (Yes=1; No=2)

1

b) If yes, what kind of boundary walls does the college have? (Puccal; kuchcha=2; partially pucca=3; pucca but broker=4 Barbered wire fence=5; green fence=6; does not exist=7)

1

6. a) Does the college has electricity connection? (Yes=1; No=2)

1

b) Does the college has Generator set as a backup or substitute For electricity facility? (Yes=1; No=2)

1

7. Number of computers in working condition available in the college:

a) for teaching & learning purposes:

b) for use in college office:

6

c) for use in library:

d) for use in examination section:

3

8. a) Does the college has Internet connectivity? (Yes=1; No=2; not applicable=3)

b) If yes, what is the bandwidth? (If it is a broadband connection) (Less than 256 kbps=1; more than 256 kbps=2; not applicable=3)

9. a) Does the college has drinking water facility available to students Within the college premises? (Yes=1; No=2)

1

b) If yes, how many of the following sources of drinking water are available in the college?

Source of drinking water	Number
Tap	15.20
Hand Pump	2
Well	1
Bucket/pot	

**E. Examinations Results (Prog.wise/Sub wise/Year wise)**

Year	Programme	Subject	Total Students Appear			Total Students Pass			% ofPass		
			Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
2012-2013	B.A										
		Odia	10	08	18	06	07	13	60%	88%	
		Eng	14	08	22	10	06	16	71%	75%	
		Pol.Sc	25	06	31	12	05	17	48%	83%	
		History	15	06	21	09	04	13	60%	67%	
		Eco.	19	03	22	17	03	20	89%	100%	
		Hindi	06	06	12	04	05	09	67%	83%	
		Sans	08	05	13	06	03	09	75%	60%	
		Psy.									
		Home.Sc									
		Edu	11	21	32	08	20	28	73%	95%	
		Math									
		Phill.	17	04	21	10	03	13	59%	75%	
	Socio.										
	B.Sc	Phy	21	08	29	15	07	22	71%	88%	
		Chem	25	07	32	18	06	24	72%	86%	
		Math	22	02	24	05	02	07	23%	100%	
		Bot.	15	13	28	09	12	21	60%	92%	
		Zool.	20	08	28	14	08	22	70%	100%	
B.Com.	Com.										
Self Financing	Comp.SC.	20	03	10	05	03	08	71%	100%		



**E. Examinations Results (Prog.wise/Sub wise/Year wise)**

Year	Programme	Subject	Total Students Appear			Total Students Pass			% ofPass		
			Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
2013-2014	B.A	Odia	14	06	20	08	05	13	57%	83%	
		Eng	06	06	12	04	03	07	66%	50%	
		Pol.Sc	25	05	30	18	05	23	72%	100%	
		History	14	02	16	05	02	07	35.7%	100%	
		Eco.	17	12	29	15	10	25	88%	83%	
		Hindi	07	09	16	04	02	06	57%	22%	
		Sans	04	09	13	03	06	09	75%	66%	
		Psy.									
		Home.Sc									
		Edu	10	19	29	04	10	14	40%	52.63%	
		Math									
		Phill.	11	03	14	04	01	05	36%	33%	
		Socio.									
	B.Sc	Phy	23	07	30	13	04	17	57%	57%	
Chem		24	04	28	21	04	25	88%	100%		
Math		13	11	24	10	05	15	77%	45%		
Bot.		12	18	30	10	12	21	83%	67%		
Zool.		12	16	28	11	13	24	92%	81%		
B.Com.	Com.	75	42	117	70	35	105	93%	83%		
Self Financing	Comp.SC.	07	03	10	05	02	07	71%	67%		

**E. Examinations Results (Prog.wise/Sub wise/Year wise)**

Year	Programme	Subject	Total Students Appear			Total Students Pass			% ofPass		
			Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
2014-2015	B.A	Odia	12	06	18	04	03	07	33%	50%	
		Eng	05	08	13	04	03	07	80%	38%	
		Pol.Sc	14	13	27	10	12	22	71%	92%	
		History	09	07	16	05	03	08	56%	43%	
		Eco.	16	11	27	09	05	14	56%	45%	
		Hindi	07	08	15	05	04	09	71%	50%	
		Sans	09	06	15	07	05	12	78%	83%	
		Psy.									
		Home.Sc									
		Edu	12	16	28	06	16	22	50%	100%	
		Math	01	03	04		01	01	100%	33%	
		Phill.	08	05	13	06	04	10	75%	80%	
		Socio.									
	B.Sc	Phy	11	09	20	08	07	15	73%	78%	
Chem		18	13	31	16	11	27	89%	85%		
Math		17	11	28	16	11	27	74%	100%		
Bot.		13	19	32	13	16	29	100%	84%		
Zool.		11	16	27	09	12	21	82%	75%		
B.Com.	Com.	73	55	128	55	41	96	75%	74%		
Self Financing	Comp.SC.	08	06	14	07	05	12	88%	83%		

E. Examinations Results (Prog.wise/Sub wise/Year wise)											
Year	Programme	Subject	Total Students Appear			Total Students Pass			% ofPass		
			Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
2015-2016	B.A										
		Odia	06	14	20	06	10	16	100%	71 %	
		Eng	17	07	24	10	06	16	59%	86%	
		Pol.Sc	21	08	29	18	08	26	86%	100%	
		History	14	06	20	06	04	10	43%	67%	
		Eco.	25	02	37	09	06	15	36%	50%	
		Hindi	08	07	15	08	06	14	100%	86%	
		Sans	02	04	06	01	04	05	25 %	100%	
		Psy.									
		Home.Sc									
		Edu	05	26	31	04	23	27	80 %	88%	
		Math	01		01	01		01	100%		
		Phill.	15	03	18	07	02	09	47%	66 %	
	Socio.										
	B.Sc	Phy	19	10	29	14	10	24	74%	100%	
		Chem	17	12	29	17	12	29	100%	100%	
		Math	16	10	26	12	08	16			
		Bot.	08	16	24	08	14	22	100%	93%	
		Zool.	12	15	27	12	15	27	100%	100%	
	B.Com.	Com.	74	56	130	54	46	100	73%	82%	
Self Financing	Comp.SC.	14	01	15	08	01	09	57%	100%		

**E. Examination Results** (Program wise/subject wise/Year wise)

**F. Total Quality Management Implementation Plan (TQMIP)**

<b>Activity &amp; Sub activities</b>	Indicators of Success	<b>Duration &amp; Data</b> Complementation	Financial requirement & I <u>S o u r c e</u>	<b>Infrastructure &amp; Physical facilities required &amp; their</b> <u>l o c a t i o n</u>
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**G. Human Resources Blueprint for Total Quality Management (TQM)**

<b>Functions /Teachers</b>	<b>Planning</b>	<b>Guiding</b>	<b>Teaching</b>	<b>Examination</b>	<b>Management</b>	<b>Human relation</b>	<b>Professional development</b>	<b>Mode &amp; length of training</b>
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**H. Institutional Planning Form**

<b>Target Year</b>	<b>Goals</b>	<b>Activities</b>	<b>Responsibility</b>	<b>Monitoring</b>	<b>Resources</b>
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**I (a) Cost of Quality**

(Comparative cost per hour of teacher & non-teacher employee)

<b>Items</b>	<b>Non-Teacher employee</b>	<b>Teacher</b>	<b>Remarks</b>
No. of working days in a year			
No. of hours per day			
Working hours per year			
Annual salary cost per hour			

**(b) Average cost of course by College:**

SI. No.      Categories      Budgeted      Actual      % Spent

(i) Financial Analysis (For university only)

(a) Expenditure:

Table: Approved Budget and actual expenditure (year wise):

College Name :	Direct :	Indirect :	Total	% of student tuition   share of direct cost
Science ;				
Arts ;				
Commerce ;				
Self-Financing courses ;				
Physical Education				
Engineering				
Fine Arts ;				

**(b) income:**

1. Government Subsidy:
2. Other Sources of Income:
3. Past Trends and constraints:

**(c) Table: Financial Indicators:**

Sl.No	Description of the financial Indicators			
1	Average cost <b>per</b> faculty member			
	Average cost per administrative staff member			
3	Average cost per student (includes capital expenditure)			
4	Average cost per student (excludes capital expenditure)			
	Expenditure for academic staff as a percentage of total <u>e x p e n d i t u r e</u>			
7				
8				
	Running and administrative expenditure as a percentage o <u>total expenditure</u>			
	<u>Capital</u> expenditure as a <u>percentage of total</u> expenditure			

(d) Structure of financial management:

1. The budget process

Basis of distributing internal resources:

Resources are allocated internally taking into account the following factors;

- i) Number of academic staff per department;
- ii) Number of students per department;
- iii) Other specific needs.

2. The latitude of departments to spend:

The latitude of the departments to spend governmental resources is restricted by

- i) availability of funds;
- ii) type of expense items;
- iii) internal rules and control systems;
- iv) allocation of funds for capital items is restricted to library books and periodicals and laboratory equipments. All other expenditures may be controlled centrally.
- v) the distribution of expenses on various expenditure objects.

**ii) The cost of education activities at University :**

The analysis of the cost of education at University for the Fiscal Year should be based on the criteria of cost per course/student. Data should be collected from **the** finance section, and registrar, utilizing information derived from the computerized system of expenditures and revenues,

1. The cost analysis should be based on the cost per credit hours and not cost per student, in general, since a student in any discipline is required to take many credit hours provided by other colleges. For example, each student in the university regardless of his field is required to take 21 (as **a university** requirement /hours) and 27 credit/hours as college requirements. The cost per student varies from **one** discipline to another and from one college to another. Therefore, the cost per credit hour achieves the following advantages, and it is more accurate than cost per student at large.

2. Tying the direct cost to units (cost centres) to achieve a clearer picture of unit cost, since indirect cost of education is not **typed** to a specific college.

3. Excluding expenses which are not related directly to education purposes.

4. Determining the optimal economic size of each department for future planning.

To achieve the above-mentioned purpose, **the** study should concentrate **on the following points.**

1. **Analysis of** current cost per course/section in each college provided by various academic departments and the teaching cost of the University staff, determined by the number of students registered for each faculty member in each department.

2. Analysis of actual expenditure for financial year, for determining direct/indirect expenses according to academic disciplines and administrative departments.

3. Determination of the cost of the courses, which is then calculated as per section/students.

4. Determination of the cost objects of other departments activities.

Table: **Average teaching load by College:**

College name	Total course	Faculty member	Average load for each member	Extra load payment
Science				
Arts				
Engineering				
Physical Education				
Commerce				
Education & Fine Arts				

## Expenditure Analysis:

For this purpose, an examination of expenses on university activities as it relates to education is categorized as follows,

1. Expenses which have no direct relation to teaching/education activities are excluded. These are:

Model children's schools, Capital expenses (stocks, etc.), Restaurants, Scholarships, Credited accounts (commitments), Infrastructure, Deanship of research, Continuing research, Housing etc.

2. Administrative and operations expenses (distributed proportionally according to the number of courses offered by each college):

Central administration, computer Centre, Public relations, Student deanships, Library, Admission and register, projects office, Auditing office, Finance, Services, Social security, insurance, Personnel, Development office, Production, Supply, Security, Building, Tender office, Total

Data analysis should be carried on:

- i) Cost share of college employees in social security for each faculty's teaching expenses;
- ii) the cost share of college employees of overload expenses;
- iii) college share of saving fund for their employees;
- iv) college share of cost on health insurance, investment, department production and maintenance.

3. Direct expenditures are distributed among colleges on the basis of course/student cost:

- i) Recurrent expenditures:

Recurrent expenditures constitute the largest proportion of expenditure item in the University budget. Wages, salaries, employee benefits and securities are the main consumers of University finance.

- ii) Capital expenditure such as equipments, laboratories, vehicles, buildings and land acquisition.

- iii) Expenditures including central administration and services consume the rest of the budget,



**Table: Average cost of course by college:**

<b>College name</b>	<b>Direct</b>	<b>Indirect</b>	<b>Total</b>	<b>% of student tuition share of direct cost</b>
Science				
Arts				
Commerce				
Engineering				
Physical Education				
Education & Fine Arts				

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