



AQAR
2009-10

**Govt. Women's College,
Sambalpur**

The Annual Quality Assurance Report

(AQAR) of the IQAC
Year of Report – 2009-10



**GOVT. WOMEN'S COLLEGE,
SAMBALPUR**

GOVT. WOMEN'S COLLEGE, SAMBALPUR
MOTIJHARAN
SAMBALPUR – 768001
ACCREDITED NAAC WITH B+

THE ANNUAL QUALITY ASSURANCE REPORT
(AQAR) OF THE IQAC
YEAR OF REPORT – 2009-10

Name of The Institution : Govt. Women's College, Sambalpur

Name of the Principal : Dr. Santosh Kumar Dash

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Name of the NAAC : Dr. Kalpana Patnaik

Co-Ordinator : Reader-in-Education

Mobile : 9437368896

E-Mail : kalpanapatnaik@gmail.com

PART-A:

The IQAC is proposed to be constituted as a post-accreditation exercise to monitor all aspects of quality improvement in the college. The committee comprised the following persons.

Chairman	: Dr. Santosh Ku. Dash Principal, Govt. Women's College, Sambalpur
Co-ordinator	: Dr. Kalpana Patnaik, Reader-in-Education
Member from the faculty	: Dr. B.B. Mallik – Reader in Botany Dr.(Mrs.) P. Mohanty- Reader in Zoology Dr. J.K. Mishra – Reader in Physics Dr. G.K. Sahu – Reader-in-English Sri U.S. Dash – Sr. Lecturer, Economics
Administrative Officer	: Dr. (Mrs.) Prafulla Kumari Panda Ex-Principal, Govt. Women's College, Sambalpur
Members of the management	: Prof. G.K. Rath Prof. Dr. G.S. Tripathy
Nominee of local society	: Sudhree Pramila Bohidar Ex-M.P. – RajyaSabha Prof. Dr. Raseswari Panigrahi

ACTION PLAN

I: Curricular Activities

1. All the Departments shall submit the department profile prepared as per NAAC guidelines at an early date to help preparation of the Reaccreditation Report.
2. Proposal shall be sent to the Govt. for opening of some add-on and self-financing course keeping in view of the need and demand of the students.
 - a. Add-on Course
 - i. P.G. in Home Science
 - ii. Honours in Education
 - iii. Honours in Hindi
 - iv. Elective option for subjects such as Home Science, Economics, Geography, Sociology and Anthropology.
 - b. Self-financing Course
 - i. Bachelor in Computer Application
 - ii. Nutrition and Dietics
 - iii. Garment Designing
 - iv. Fashion Technology

II: Teaching – Learning and Evaluation

1. Teachers shall adopt learner-centred teaching techniques, interactive methodology through group discussion, seminars, debates, projects and power point presentations to create stronger motivation for learning.
2. Teachers shall use the available ICT support for imparting better knowledge to the students in the form of handouts, teaching materials, task sheet etc.
3. CCM and Remedial coaching classes shall be engaged for the socially and economically backward students to make them capable of competing with others.

III: Research, Consultancy and Extension

1. Each Department shall submit at least one Minor Research Project for onward transmission to the UGC.
2. Members of the faculty shall be encouraged to publish papers in various national/ international journals.
3. Departments shall utilize the seminar periods and engage the students in projects and writing of assignments, keeping proper record of all seminar activities with students' signature.
4. Proposals to be sent to the UGC and the State Government for extension of existing Hostel facilities for the SC/ ST Students.

IV: Infrastructure and Learning Resources

1. To upgrade the infrastructure facilities of the college plans and proposals shall be submitted to the UGC for the construction of-
 - i. An extra two-storied Academic Block
 - ii. Another Ladies Hostel for 250 students
 - iii. A Health Care Centre
 - iv. A Bank Complex
 - v. Administrative Block
2. The Maintenance Committee shall actively go around the college and report any damage to the college building or other infrastructure.
3. Steps shall be taken for –
 - i. Automation of the Library
 - ii. Subscription of important, relevant journals as proposed by the H.O.Ds
 - iii. Utilization of CDs or DVDs on educational matter in the reading room for benefit of learners.
 - iv. Record shall be maintained about the utilization of library resources by the staff and students. The Library Committee shall supervise and guide the above activities.

V: Students Support and Progression

1. To facilitate holistic development of the learner's personality and progression in life, the following activities shall be conducted regularly.
 - a. Cultural Activities
 - b. Sports Activities
 - c. Soft Skill Development programme
 - d. Moral Development through extramural lectures, Campus, Rout March etc.
2. For development of social commitment and awareness about the community, the existing units such as NCC, NSS, Red Cross and Girls Guide shall undertake activities and programs regularly.
3. Capacity Building classes in Music, Dance, Martial Art and Yoga shall be arranged on weekly basis.
4. A Parent Teacher Association (PTA) shall be formed and activated.
5. The model career corner (MCC) shall utilize its resources for student support through various activities. At least one meeting in each month shall be held with some professional guide.
6. The Proctorial classes shall be held for dealing with the academic and in-campus personal problems of the students.
7. The alumni Association shall be activated and meetings be organized for chalking out an action plan of the Association for college development.

VI: Organisation and Management

1. The College Calendar for the year 2009-10 shall be published and distributed through the Library.
2. The college magazine and the wall magazine shall be published regularly.

VII: Healthy Practice

1. For imparting value based education teachers are requested to maintain cleanliness, order, punctuality and discipline among the students.
2. To bring in community awareness among students NCC and NSS wings are to conduct activities and programmes in local communities.

OUTCOME ACHIEVED:

I: Curricular Activities

Proposal is sent to the Govt. to open some add-on and self-financing course on:

- i. P.G. in Home Science
- ii. Honours in Education and Hindi
- iii. Elective option for Home Science, Economics, Geography, Sociology and Anthropology.
- iv. Bachelor in Computer Application
- v. Nutrition and Dietics
- vi. Garment Designing
- vii. Fashion Technology

II: Teaching – Learning and Evaluation

Participatory learning and activity centred learning approach is followed to make teaching-learning process learner centred. Discussion method, Peer teaching, Project method, Group discussion, Question answer method and Organization of subject oriented seminars are followed to serve the same purpose. Learners are provided with class notes. Computers, LCD Projector, OHPs are adopted as per the demand of the teaching concept. Evaluation of learning outcomes achieved by the students both in scholastic and non scholastic area is made through continuous evaluation process. Half yearly test, unit test and surprise test are conducted to evaluate scholastic gain of the students. Likewise, competitions in non scholastic traits are conducted to evaluate achievement of learners in co-curricular activities.

III: Research, Consultancy and Extension

All departments are organising Department Seminars. More than 40 no. of seminars are organised by different departments during this session. Proposal is sent to UGC for a national seminar on Information Technology to be organised by department of Physics. One Minor Research Project is undertaken by our faculty member. 15 of our faculty members have attended and presented papers in national and state level seminars.

Some of our students have attended the 10 days training programme conducted by Infosys at Bhubaneswar.

IV: Infrastructure and Learning Resources

College library contains 30576 no. of books and 15274 no. of reference books. 5812 no. of new books as per syllabus and 3274 no. for reference are purchased during this year. Most of the departments have their own Departmental/ Seminar Library. Daily News paper and educational magazines are accessed to teachers and students.

College is accessed with Internet Facility

A SAMS Lab and one IT LAB is there to provide training in computer Operation skill. Some new laboratory equipments are also purchased during this year.

V: Students Support and Progression

Maximum utilization of learning resource and human resource for the benefit of the students is the moto of the college. So both scholastic and non-scholastic talent of the students are taken care of. Provision of regular Yoga classes and indoor & outdoor sports are there for the physical fitness of the students. Regular Spoken English classes are organised in the college for soft skill development. Competitions on Essay writing, Debate, Quiz, Dance, Music, Play, Elocution, Song, Poem and caption writing are conducted for the development of Cultural, Dramatic and Literary talent of the students. There is scope for every student to be the member of NCC, NSS, Girls Guide, YRS and Eco Club to enhance their inner potential. A Career counselling cell is functioning to support them in academic and professional counselling. As a result our students secure good rank in university. Achievement in NCC, sports, Chancellors Cup Debate, State and district level competitions in cultural and dramatic activities is the index of our students' progress.

VI: Organisation and Management

The college calendar and college magazine is published for the current session. Students and staff are contributing creative writings for the wall magazine regularly. Some of the faculty members are trained in PIMS/ HRMS/ SAMS.

VII: Healthy Practice

Govt. Women's College, Sambalpur is admired for its social activities and philanthropic services to the community. We involve our students and faculties in many social and humanitarian concerns.

Principal's address at the beginning of the session and at other time is like a booster for the students' participation and involvement.

We provide value added teaching through Extramural lectures and talks by invited speakers of excellence.

We keep our campus Eco-friendly and green through regular plantation programme, campus cleaning, maintenance of greens, waste water management system and by keeping our campus polythene free.

PART – B

1. ACTIVITIES REFLECTING THE GOAL AND OBJECTIVES OF THE INSTITUTION.

INTRODUCTION

Govt. Women's College, Sambalpur is a premier institution, imparting quality education in almost all honours subjects both in Science and Arts. This college came into existence on 17th July 1959 and has completed 50 Golden Years. The college is accredited B+ by NAAC.

Our Vision:

Affirming and building its heritage

- Govt. Women's College educates to empower women.
- Govt. Women's College avows to make women assert themselves.
- Govt. Women's College aims at full flourishing of women.

Our Mission:

Govt. Women's College, Sambalpur, an exclusive institution of higher education dedicated to the task of caring women's education, is a sought after destination of women from all strata especially from the under privileged section of tribal and minor communities.

To equip, to enable, to enrich and to enlighten women.

- To equip women with necessary skills making them self-reliant in every sphere of life.
- To enable women to realise and hone their inherent potentials, thereby lead dignified lives.
- To enrich women by preparing them to become active role models of nation building.
- to enlighten women for their harmonious growth amidst diversities of identities and existence.
-

2. NEW ACADEMIC PROGRAMMES INITIATED:

Steps shall be taken for opening source new add-on course to take Honours in Education and Hindi, Self financing course like Bachelor in Computer Application and degree level certificate programme in Textile design.

3. INNOVATION ON CURRICULAR DESIGN AND TRANSACTION.

Being an affiliated college to Sambalpur University our institution has limited scope for curricular design and improvement. However five of our senior faculties are members of Board of Studies and Board of Conducting Examination. They provide their valuable and relevant suggestion regarding curricular design and reconstruction.

Learner centered approach in the form of project works, seminars, group discussion, peer teaching, question answer method are followed for transaction of the curriculum. Teachers are adopting computer assistance Instruction (CAI) for effective translation of the curricular concept. Subject oriented discussion is initiated during this year as a way of curricular reform. Principal's Nominee class is a new step in curricular transaction during this year.

4. INTER-DISCIPLINARY PROGRAMMES STARTED:

FSQC and Environmental studies are two Inter disciplinary subjects at UG level. No other specific interdisciplinary subject is initiated during the session. However the extramural lectures, talks and group discussions are interdisciplinary in nature. The proposed national seminar is also interdisciplinary in its theme.

5. EXAMINATION REFORMS IMPLEMENTED:

The institution has limited scope for examination reforms rather to follow the evaluation system of the university. However some of our faculty members are in the Board of Examination who contributed their relevant suggestion for examination reform. We followed continuous comprehensive Evaluation (CCE) method for determining the level of learning outcome in scholastic and non-scholastic area. All teachers are instructed to conduct Unit test and surprise test regularly. Students' mark is conveyed to their Parents for information.

6. CANDIDATES QUALIFIED: NET/SLET/GATE ETC.

NIL

7. TOTAL NUMBER OF SEMINARS/ WORK SHOPS CONDUCTED.

UGC Sponsored National Seminar	-	Proposed by Deptt. of Physics 01
<u>Department Seminars</u>		<u>Conducted</u>
Botany	-	08
Chemistry	-	02
Physics	-	05
Zoology	-	14
Home Science	-	05
Economics	-	03
Geography	-	08
Odia	-	02
Philosophy	-	01
English	-	03
History	-	03
Pol. Sc.	-	02
Sanskrit	-	05

8. RESEARCH PROJECTS:

Sl. No.	Type	Name	Department	Ongoing / Completed
1.	Minor Research Project	Dr. Arpita Sabath, Reader in Education	Education	Ongoing

9. INITIATIVE TOWARDS FACULTY DEVELOPMENT

Sl. No.	Development Programme	No.
1.	Number of faculty attended Refresher Course.	05
2.	Number of faculty attended State/ National Level Seminar	15
3.	Number of faculty Presented paper in State/ National Level Seminar	11
4.	Number of faculty Published/ Reviewed Journals	04
5.	Number of faculty attended other University Training	02
6.	Number of faculty attended Training programmes by conducted by Govt.	02
7	Number of faculties who are resource persons in refresher courses.	02

10. PATENTS GENERATED IF ANY.

NIL

11. NEW COLLABORATIVE RESEARCH PROGRAMME:

Research programmes are undertaken by the faculty members in collaboration with university and UGC. Proposal is sent for a National Seminar on New Trends in Information Technology.

12. RESEARCH GRANTS RECEIVED FROM VARIOUS AGENCIES:

A sum Rs.63,500 is received from UGC for minor research project.

13. DETAILS OF RESEARCH SCHOLAR:

Sl. No.	Name of faculty	Department	Funds released	On-going/ Completed
1.	Dr. Arpita Sabath	Education	63,500 (MRP)	On-going
2.	Sri U.S. Dash	Economics		Continuation of Ph.D thesis

14. CITATION INDEX OF FACULTY MEMBERS AND IMPORTANT FACTOR:

NIL

15. HONOUR/ AWARDS TO THE FACULTY:

NIL

16. INTERNAL RESOURCES GENERATED:

Some resource is generated in the form of donation from alumni association and staff club fund.

17. DETAILS OF DEPARTMENTS GETTING SAP, COSIST (ASSIST) DST/ FIST ETC.

NIL

18. COMMUNITY SERVICE:

College has organised one AIDS awareness programme. Rashtrapati Colony, an Urban Slum is adopted by this college and the environmental and social issues of the colony are assessed. Road safety Rally, AIDS awareness rally, Anti tobacco rally are conducted by the students of the college. Plantation programme and cleaning the local slums are the regular services rendered to the community. Alumni association of the college has contributed some fund to distribute blankets among the needy people and some fund from the association is utilized for distribution of food, clothes and TLM among the orphans of Phuljharan Orphan home.

19. TEACHERS AND OFFICERS NEWLY RECRUITED:

Permanent faculties are recruited by the Govt. However to maintain the appropriate teacher student ratio the institution has appointed contractual teachers in different subjects during this session. Further the college hires senior and retired teachers from time to time to engage classes.

20. TEACHING-NON-TEACHING STAFF RATIO: 1:2

21. IMPROVEMENTS IN THE LIBRARY SERVICES:

5812 nos. of text books are purchased during this year. College Library contains 32344 no. of books & 12400 reference books. Ready reference service is implemented in the library. Enhancement of sitting capacity is made in the students' reading room. The library is partially computerized and has open access rack. Proposal is sent for automation of Library.

22. NEW BOOKS/ JOURNALS SUBSCRIBED AND THEIR VALUE:

3274 nos. of new reference books are purchased during this year. No new Journal is subscribed. One more English Daily News paper is subscribed during this year.

23. COURSES ON WHICH STUDENT ASSESSMENT OF TEACHERS IS INTRODUCED AND THE ACTION TAKEN ON STUDENT FEEDBACK:

There is no specific course in which student's assessment on teacher is introduced. But HODs of all departments collect verbal assessment report on teachers from the students and necessary steps are taken as corrective measures.

24. UNIT COST OF EDUCATION: Rs.24,000/-

25. COMPUTERIZATION OF ADMINISTRATION AND THE PROCESS OF ADMISSIONS AND EXAMINATION RESULTS, ISSUE OF CERTIFICATE:

The institution is equipped with internet service and a good no. of computers and laptops. All the office works are done with computer assistance. Establishment section, Examination section, SAMS Lab are equipped with computers and related hardware.

Admission of students to different academic programs is done through e-admission process. An additional information sheet is filled by the students during admission process to facilitate e-administration process.

Examination results and issue of certificate is done by the university which is fully computerised.

26. INCREASE IN THE INFRASTRUCTURAL FACILITY:

Steps are taken for opening of a new Zoology Laboratory. A new Golden Jubilee Hall and Golden Jubilee Gate is under construction. Proposal is there for opening of a Gymnasium and Badminton Court. Besides that, the following important equipments are purchased during 2009-10.

Sl. No.	Name of the Equipments	Numbers
1	Almirah	4
2	Split AC(With voltage stabilizer)	1
3	Laptop	1
4	LCD Projector	1
5	Water purifier	1
6	Digital photo copier(Xerox)	1

27. TECHNOLOGY UP-GRADATION:

The college is accessed with internet facility. Establishment and Examination section are equipped with Computer, Xerox machine, Type writer, Printer and other accessories. A SAMS laboratory is well equipped with computers and associated hard wares. College has its own FAX machine and power back up system.

28. COMPUTER AND INTERNET ACCESS AND TRAINING TO TEACHERS AND STUDENTS.

College office, examination section, SAMS Room, IT lab and many of the Departments are equipped with Computers. Internet facilities are there in the college which is used for admission, examination, academic and Research purpose. Data Entry Operator of the college is trained and having academic degree in Computer Application. All faculty members are well versed in operating/ using computer & internet. IT lab is used to train the students in computer operation.

29. FINANCIAL AID TO STUDENTS:

Nature of Aid	Total No. of Students
Post-Matric Scholarship	148
Beedi Workers Stipend	23
Senior Merit Scholarship	01
Junior Merit Scholarship	16
Junior Merit Teacher's Children Stipend	NIL
Muslim Minority Stipend	16

30. ACTIVITIES AND SUPPORT FROM THE PARENT-TEACHER ASSOCIATION.

Initiatives are taken to form the parents' teachers association in the college.

31. ACTIVITIES AND SUPPORT FROM THE ALUMNI ASSOCIATION.

Contribution from the Alumni association is utilised for distribution of blankets among the needy people. Distribution of food items and teaching learning materials among the orphan children of Phuljharan Orphan Home is made with the financial help from the Aluminises.

32. HEALTH SERVICES:

College has its own canteen with hygienic food and snacks. Aqua guards are installed in the college for safe drinking water. We have a healthy green college campus with no use of polythene. A good number of health awareness programmes are organised during this session like AIDS awareness programme, Anti Tobacco rally, 'Go Vegetarian' programme etc.

33. PERFORMANCE IN SPORTS ACTIVITIES:

I. NATIONAL KHO-KHO TOURNAMENT AT PUNJAB

SL. NO.	NAME OF THE STUDENT	
1.	Lilima Kisan	Participated

II. DISTRICT ATHLETIC MEET, 2009-10 AT VSS STADIUM, SAMBALPUR

SL. NO.	NAME OF THE STUDENT	
1.	Subanti Khadia	3 rd in 800 Mtrs.
2.	Sukanti Tirkey	1 st in Putting the Shot 2 nd in Discuss Throw
3.	Lilima Kisan	2 nd in 3000 Mtrs.
4.	Amita Mallick	1 st in 400 Mtrs.
5.	Padmni Bag	3 rd in Javelin Throw

III. STATE ATHLETIC MEET, 2009-10 AT VSS STADIUM, SAMBALPUR

SL. NO.	NAME OF THE STUDENT	
1.	Anita Mallick	Participated

IV. INTER COLLEGE CHESS TOURNAMENT AT ATTABIRA COLLEGE, ATTABIRA

SL. NO.	NAME OF THE STUDENT	
1.	Susmita Bhoi	Runner's up
2.	Meena Manjusa Ekka	

V. INTER COLLEGE CHESS TOURNAMENT AT ATTABIRA COLLEGE, ATTABIRA

SL. NO.	NAME OF THE STUDENT	
1.	Susmita Bhoi	Represented Sambalpur University

VI. INTER UNIVERSITY KABADDI TOURNAMENT AT BAARHERPUR UNIVERSITY

SL. NO.	NAME OF THE STUDENT	
1.	LilabatiMunda	Participated
2.	SantosiniMunda	- do -
3.	RashmitaKerketta	- do -
4.	LilimaBhoi	- do -
5.	SanjuktaMunda	- do -
6.	DamayantuiBarik	- do -

34. INCENTIVES TO OUTSTANDING SPORTS PERSON:

The sports persons are given some weightage in the admission process and accommodation in the hostel. They are being awarded with certificates and prizes in the annual day ceremony.

35. STUDENTS ACHIEVEMENTS AND AWARDS:

A. Academic

Many of our students have achieved Distinction in the University level Examination. For example, 3 Students in the Geography, 3 in Home Science, 3 in Sanskrit and many others in other departments have secured rank and position at the university level exams. Besides that our students regularly took part in the Inter-College Debates, Essay, Quiz Competitions, Chancellor Debate and Essay writing and received prizes at the District and State Level Competitions.

B. NCC

I. SPECIAL NATIONAL CAMP 19.07.2010 TO 30.07.2010 AT SRINAGAR

SL. NO.	NAME OF THE CADETS	
1.	Mousumi Suna	Participated in Cultural Event
2.	Manisha Mishra	– do –

II. NATIONAL INTEGRATION CAMP AT COOCH, BIHAR

SL. NO.	NAME OF THE CADETS	
1.	CPL Manisha Mishra	Participated in Cultural Event
2.	CDT JyotiPodh	– do –
3.	CDT Sasmita Lakra	– do –

III. THAL SAINIK CAMP 23.10.2010 TO 03.11.2010 AT NEW DELHI

SL. NO.	NAME OF THE CADETS	
1.	SUO Jyotsna Rani Dusar	
2.	SUO Mousumi Suna	
3.	SUO Subanti Khadia	
4.	SGT Lilima Kisan	

C. Sports

I. NATIONAL KHO-KHO TOURNAMENT AT PUNJAB

SL. NO.	NAME OF THE STUDENT	
1.	LilimaKisan	Participated

II. DISTRICT ATHLETIC MEET, 2009-10 AT VSS STADIUM, SAMBALPUR

SL. NO.	NAME OF THE STUDENT	
1.	SubantiKhadia	3 rd in 800 Mtrs.
2.	SukantiTurkey	1 st in Putting the Shot 2 nd in Discuss Throw
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III. STATE ATHLETIC MEET, 2009-10 AT VSS STADIUM, SAMBALPUR

SL. NO.	NAME OF THE STUDENT	
1.	Anita Mallick	Participated

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SL. NO.	NAME OF THE STUDENT	
1.	SusmitaBhoi	Represented Sambalpur University

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SL. NO.	NAME OF THE STUDENT	
1.	LilabatiMunda	Participated
2.	SantosiniMunda	- do -
3.	RashmitaKerketta	- do -
4.	LilimaBhoi	- do -
5.	SanjuktaMunda	- do -
6.	DamayantuiBarik	- do -

36. ACTIVITY OF THE GUIDANCE AND COUNSELLING UNIT:

Student Counselling was done at the time of admission, honours selection and before examination. Besides that a Carrier Counselling Cell is also functioning to make the students aware of the job opportunities in the local industries. Pamphlets, Banners, News paper Clippings are displayed regularly in the carrier counselling corner for the benefit of the students. Principal's address in the form of informal counselling for selection of Honours for a good carrier gives right choice in academic counselling. Two carrier counselling programmes are organised during the session as follows.

Career Counselling Programme	Resource Person
Career in Remote Sensing	Dr. Archana Naik
Career in Pharmacy	Sri S. Mohanty

37. PLACEMENT SERVICES PROVIDED TO THE STUDENTS:

10 Students of our college have attended the training programme conducted by Infosys. No Separate placement cell is working in the college. But in collaboration with G.M. (Auto) College, Sambalpur, students of this college participated in interviews conducted by local industries. A model career corner is functioning with the help of Directorate of State Employment.

38. DEVELOPMENT PROGRAMMES FOR NON-TECACHING STAFF:

Some of our non-teaching staff members have attended PIMS and SAMS training. Sri Prasant Kumar Behera, Jr. Clerk and Cashier of this college have cleared the accounts examination.

39. HEALTHY PRACTICE OF THE INSTITUTION:

Our college provides community services at the time of need. Awareness programmes on health, literacy, population, environmental protection is done under the banner of NCC, NSS, Girls Guide, YRC and Eco club. Blood Donation, Pledge for eye donation, AIDS awareness programmes, cleaning of the local slums, hospital campus and railway station are done by our NCC & NSS students. We provide value added education through extramural lectures and talk by eminent speakers.

We keep our campus eco-friendly through regular plantation programme and with no use of polythene. We promote inclusive education and believe in equal right of educational provision for all.

40. LINKAGES DEVELOPED WITH NATIONAL/ INTERNATIONAL ACADEMIC/ RESEARCH BODIES:

Some faculty members of the college are members of national/ international learning societies and research bodies. Some faculty members have research linkage with P.G. Departments of Sambalpur, Utkal and Berhampur University and other P.G. Level Colleges of the State.

41. ANY OTHER RELEVANT INFORMATION THE INSTITUTION WISHES TO ADD:

1. **Extra Mural Lectures:** The College arranged 6 Extra Mural Lectures to inculcate the Social and Moral values among the students.
2. **Community Service:** The teachers and the students of the college took part in various sensitisation programmes towards community welfare.
3. **Celebration Various Days of Importance:** The college religiously observed various days of international, national, cultural & literary importance in the academic session.

PART - C

PLAN OF ACTION FOR THE SESSION 2010-11

I: Curricular Activities

1. All the Departments shall submit the department profile prepared as per NAAC guidelines.
2. Proposal shall be sent to the Govt. for opening of some add-on and self-financing course keeping in view the need and demand of the students.
 - a. Add-on Course
 - i. P.G. in Home Science
 - ii. Honours in Education
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 - b. Self-financing Course
 - i. Bachelor in Computer Application
 - ii. Nutrition and Dietics
 - iii. Garment Designing
 - iv. Fashion Technology
3. Departments shall collect feedback from learners on various aspects of teaching and curriculum with the help of the questionnaire to them.

II: Teaching – Learning and Evaluation

1. Teachers shall adopt learner-centred teaching techniques, interactive methodology through group discussion, debates, projects and presentations to create stronger motivation for learning.
2. Teachers shall use the available ICT support for imparting better knowledge to the students in the form of handouts, teaching materials, task sheet etc.
3. Special classes shall be engaged to clear the doubts of the students and help the below average students.

III: Research, Consultancy and Extension

1. Each Department shall submit at least one Minor Research Project for onward transmission to the UGC.
2. Members of the faculty shall work in publishing papers in various national/international journals.
3. Department shall utilize the seminar period regularly and engage the students in projects and writing of assignments, keeping proper record of all seminar activities with student's signature.

4. For continuous monitoring of student progress the Department shall conduct objective class test at least once a month for each year and keep records of the progress in a departmental register.

IV: Infrastructure and Learning Resources

1. To upgrade the infrastructure facilities of the college plans and proposals shall be submitted to the UGC for the construction of-
 - i. An extra two-storied Academic Block
 - ii. Another Ladies Hostel for 250 students
 - iii. A Health Care Centre
 - iv. A Bank Complex
 - v. Administrative Block
2. The Maintenance Committee shall actively go around the college and report any damage to the college building or other infrastructure.
3. Steps shall be taken for –
 - i. Automation of the Library
 - ii. Subscription of important, relevant journals as proposed by the H.O.Ds
 - iii. Utilization of CDs or DVDs on educational matter in the reading room for benefit of learners.
 - iv. Record shall be maintained about the utilization of library resources by the staff and students. The Library Committee shall supervise and guide the above activities.

V: Students Support and Progression

1. To facilitate holistic development of the learner's personality and progression in life, the following activities shall be conducted regularly.
 - a. Cultural Activities
 - b. Sports Activities
 - c. Soft Skill Development programme
 - d. Moral Development through extramural lectures, Campus, Rout March etc.
2. For development of social commitment and awareness about the community, the existing units such as NCC, NSS, Red Cross and Guide shall undertake activities and programs regularly as per their manual and keep records of all activities.
3. The following activities shall be undertaken on weekly basis with help of hired resource persons and one organiser from among the teaching staff. The cultural committee of the college shall look after these Yoga, Martial Art, Dance & Music.
4. A parent – Teacher Association shall be formed and activated. One sub-committee is to be formed to formulate the laws and modalities of its functioning.
5. The model carer corner (MCC) shall utilize its resources for student support through various activities. At least one meeting in each month shall be held with some professional guide invited and record of the meeting shall be kept.

6. The Proctorial System shall be made operative and the teachers shall keep records of their meeting with their wards and other activities as required by the system.
7. The alumni Association shall be activated and meetings be organized for chalking out an action plan of the Association for college development.

VI: Organisation and Management

1. The College Calender for the year 2010-11 & 2011-12 be published and distributed through the Library.
2. The college magazine and the wall magazine may be published regularly.
3. The vision and mission statement of the college shall be prepared.

VII: Healthy Practice

1. For imparting value based education teachers are requested to maintain cleanliness, order, punctuality and discipline among the students through example.
2. To bring in community awareness among dents NCC and NSS wings are to conduct activities and programmes in local communities and keep records of these.

The action plan formulated may be treated as a guideline to enhance the quality of the college to make it worthy of a higher re-accreditation, which certainly is the cherished aim of all members of the college.



Dr. Kalpana Patnaik
Name and signature of Co-ordinator
IQAC



Dr. Santosh Kumar Dash
Name and signature of Chairperson
IQAC

“EDUCATION MAKES MAN SELF RELIANT AND SELFLESS”
- RIG VEDA