



ସୁବର୍ଣ୍ଣ ଜୟନ୍ତୀ ସ୍ମାରକୀ
Golden Jubilee Memoria
1959-2009



AQAR - 2011-12

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

**The Annual Quality Assurance
Report
(AQAR) of the IQAC
Year of Report – 2011-12**



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

**SUBMITTED TO: NAAC, BENGALURU
JULY - 2012**

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

THE ANNUAL QUALITY ASSURANCE REPORT
(AQAR) OF THE IQAC
YEAR OF REPORT – 2011-12

Name of The Institution	: Government Women's College, Sambalpur
Name of the Principal	: Dr. Pradip Kumar Panda
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Name of the IQAC	: Dr.KalpanaPatnaik,
Co-Ordinator	Reader-in-Education
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PART-A:

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved till date.

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

Chairman	: Dr. Pradip Kumar Panda 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. U.S. Dash – Sr. Lecturer, Economics Dr. G.K. Sahu – Reader-in-English
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. – Rajya Sabha Prof. Dr. Raseswari Panigrahi

ACTION PLAN

Details of the plan of the Institution for the Session 2011-12 as placed in AQAR 2010-11 Section-C.

- a. Encourage staff members to apply for major/ minor research project.
- b. Encourage members of staff for research publication.
- c. Development programmes for non-technical staff.
- d. To open more jobs oriented vocational course.
- e. Linkages with nearby industries.
- f. Classrooms be fitted with audio systems, LCD Projectors and down screens.
- g. Full computerization of library.
- h. College campus be enabled with Wi-Fi facility.
- i. Every department to carry out extension activities.
- j. To organise some more national level seminars.
- k. Construction of an auditorium and some more classrooms.

OUTCOME ACHIEVED:

I: Curricular Activities

1. All the departments have prepared and submitted the department profile as per NAAC guidelines.
2. Reminder has been sent to the Deptt. of Higher Education, Govt. of Odisha to accord permission to open add-on subjects and self-financing courses in the following :
 - i. Honours in Education and Hindi
 - ii. Bachelor in Computer Application
 - iii. Degree Level Certificate Programme
3. All teachers are directed to prepare the class notes for the reference of the students.

II: Teaching-Learning and Evaluation

1. Learner centred approach is followed by teachers through discussion method, question answer method, peer teaching method, inquiry method, Seminars & project method.
2. Computer Assisted instruction (CAI) is adopted through PPP, LCD, OHP.
3. Some of the Departments like Zoology, Economics and Geography have organised field trips for translation of experience centred approach to curriculum transaction.
4. Continuous comprehensive Evaluation (CCE) is followed. Evaluation System is made continuous through Seminars, Project works and Half yearly & Test exams along with Unit test and Surprise test. It is made comprehensive through test of non scholastic talent of the learners through competitions on Music, Dance, One act Play, Drawing, Painting, Debate, Quiz etc.

III: Research, Consultancy and Extension

1. More than 70 no. of seminars are organised by different departments.
2. A UGC sponsored national seminar on “Women of 21st century – A Journey towards excellence” is organised by the institution.
3. Three minor research projects are undertaken by our faculty members.

4. Many of the faculty members have attended state and national level seminars and have their own papers presented.
5. Four numbers of our faculty members have attended refresher course & two have attended staff training conducted by University.

IV: Infrastructure and Learning Process

1. College Library contains 32344 no. of books & 12400 reference books. 53 no. of new books are purchased during this session to satisfy the learners' quest for knowledge.
2. The institution is equipped with internet facility and a good number of computers, LCD Projectors and OHP.
3. Some of the departments have extended their Departmental library/ Seminar library with new books.
4. Some new lab equipments are purchased during this year.
5. A new Zoology lab is constructed.

V: Students Support and Progression

1. 16 numbers of Spoken English Classes are organised.
2. Competitions on Essay Writing, Debate, Quiz, are organised for the externalization of learners' scholastic talent.
3. Competitions on Music, Dance, and One-act.-play are organised to externalize the non-scholastic talent of the students.
4. Five Extramural lectures are organised for inculcation of moral, spiritual and social values among the students.
5. Regular Yoga classes are conducted for physical and spiritual wellbeing of learners.
6. Many students are member of NCC, NSS, YRC, Girls Guide, Eco. Club
7. Proctorial classes are taken on weekly basis.

VI: Organisation and Management

The college calendar, college magazine, news bulletin for 2011-12 are published. Students and staff are contributing for the wall magazine regularly. Some of the faculty members are trained in PIMS/ HRMS/ SAMS.

VII: Healthy Practices

1. Around eight social activities are conducted by the institution under the banner of NCC, NSS, YRC, Girls Guide, Eco Club.
2. Value inculcation and value development through education is attempted through extramural classes.
3. Days of national, Social, Global importance are observed. This year NCC day, AIDS Day, Road Safety Week, World Environment Day is observed. Birth Anniversary of Gangadhar Meher (An eminent Poet of Odisha), Sarvapalli Radha Krishnan birth day is celebrated as Guru Divas. To make the campus eco-friendly no-polythene drive is made. A Botanical Garden and a flower garden is maintained. Regular plantation and campus cleaning is conducted. Waste water management system is there in the campus.

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 Years in 2009. 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 catering women's education, is a sought after destination of women from all strata especially from the under privileged section of tribal and minor communities. Striving ahead after completing its golden jubilee in 2010, the college rededicates itself to the mission it has always stood for:

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.

Proposal is sent to the Govt. to opening of some new add-on courses and self-financing programmes like – Honours in Education and Hindi, 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.

4. INTER-DISCIPLINARY PROGRAMMES STARTED.

No inter disciplinary programme has started during this session. However six numbers of interdisciplinary seminars and four interdisciplinary extramural lectures are organised during the session.

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 finding the level of learning outcome in scholastic and non-scholastic area.

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

NIL

7. TOTAL NUMBER OF SEMINARS/ WORK SHOPS CONDUCTED.

UGC Sponsored National Seminar	-	“Women of 21 st century – A Journey towards excellence” Shall be held on 4 th & 5 th February 2012.
<u>Department Seminars</u>		
Botany	-	31
Chemistry	-	04
Physics	-	05
Zoology	-	13
Home Science	-	06
Economics	-	05
Geography	-	10
Odia	-	02
Psychology	-	01
English	-	03
History	-	03
Pol. Sc.	-	02
Sanskrit	-	05
Philosophy	-	02

8. RESEARCH PROJECTS:

Sl. No.	Type	Name	Department	Ongoing / Completed
1.	Minor Research Project	Dr. Major Sumitra Mishra Reader in English	English	Proposal is sent to UGC
2.	Minor Research Project	Dr.KalpanaPatnaik, Reader in Education	Education	Ongoing
3.	Minor Research Project	Dr.ArпитаSabath, Reader in Education	Education	Ongoing

9. Initiative towards faculty Development Programme.

Sl. No.	Development programme name	Number
1	No. of faculty members attended refresher course.	01
2	No. of faculty members faculty members attended National/ State level Seminars	31
3	No. of faculty members presented paper in National/ State level Seminars	09
4	No. of faculty members published paper in National/ International/ State Level Journals/ Conference Proceedings	11
5	No. of faculty members attended University Training Programmes.	04
6	No. of faculty members attended training programme organised at Govt. level.	03

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. During this year a national seminar on the topic “Women of 21st Century – A Journey towards Excellence” was organised by this college.

12. RESEARCH GRANTS RECEIVED FROM VARIOUS AGENCIES:

A sum Rs.1,13,500 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.KalpanaPatnaik	Education	Rs.50,000/-	On-going
2.	Dr.ArпитаSabath	Education	Rs.63,500/-	On-going
3.	Smt. Prabhabati Guru	Home Science	-	Submitted 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:

The college served as the relief centre and relief camp during flood. It produced shelter to more than 300 homeless during the disaster.

Beside this, following community services are under taken by the institution under the banner of NCC, NSS Girls Guide, YRC and Eco Club.

- i) Awareness programme on Health and Hygiene.
- ii) Awareness programme on International Women's day on 'Role of Women in reforming society'.
- iii) Discussion and caption contest on international Vegetarian day.
- iv) Slogan and Signature contest on AIDS Prevention.
- v) Plantation Programme.
- vi) Awareness lecture on 'Reproductive Health'.
- vii) Mass cleaning at Local Maternity Hospital.
- viii) Lecture on 'Heritage of Sambalpur by SETU.
- ix) Talk by water man of Odisha on Environment Pollution & Protection.

19. TEACHERS AND OFFICERS NEWLY RECRUITED:

Permanent faculty 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 time to time to engage classes.

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

21. IMPROVEMENTS IN THE LIBRARY SERVICES:

College Library contains 32344 no. of books & 12400 reference books. 53 no. of new books are purchased during this session to satisfy the learners' quest for knowledge. 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.

22. NEW BOOKS/ JOURNALS SUBSCRIBED AND THEIR VALUE:

53 nos. of new books are purchased during this year by the college library besides these 58 books are procured by the various departments of the college. No new Journal is added.

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.28,000/-

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. E-billing process is followed regarding salary of the teaching and non-teaching staff. Principals office, establishment section, accounts sections, examination section, SAMS Lab., UGC, Room 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:

A new Girls common room is inaugurated for the students. A Golden Jubilee Memorial Portico and a New Zoology Lab is constructed during the session. The following equipments are newly purchased during 2011-12.

Sl. No.	Name of the Equipments	Numbers
1	Printer(Xerox machine)	1
2	Digital photo copier(Xerox)	1
3	Laptop	3
4	LCD Projector	3
5	Inverter with battery	1
6	Sound system (with hole) Amplifier, Microphone, Speaker)	1
7	Display board	3
8	Green board	6
9	White board	14
10	Board Stand	10
11	Digital Camera	4
12	Generator	10
13	Laser kit	2

27. TECHNOLOGY UP GRADATION:

The college has access with internet facility. Principal's Office, Establishment Section, Account Section, Examination Section, SAMS Centre and Library & UGC Room are equipped with computers, Xerox machine, Printers, Fax machine etc. Class rooms are furnished with LCD projectors and Speaking Dias and Podiums. Most of the departments have computers, laptops, LCD Projector, DHP etc. College also have a Power back up system to cope electricity power cut.

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

SAMS Room of the college is connected with internet facility. Students and teachers access the facility for using the same. Further, one IT Laboratory is there in the college for training of the students in information technology. Most of the departments are provided with Laptops which are used by the teachers for classroom teaching and research purpose.

29. FINANCIAL AID TO STUDENTS:

Name of the Scholarship	No. of Beneficiaries
Post-Matric Scholarship	178
Beedi Workers Stipend	10
Senior Merit Scholarship	04
Junior Merit Scholarship	22
Junior Merit Teacher's Children Stipend	02
Muslim Minority Stipend	02

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

31. ACTIVITIES AND SUPPORT FROM THE ALUMNI ASSOCIATION.

Alumni of the college are well placed and responsible citizens of the state and nation are its members. It constitutes the Ex-member of Rajyasabha, Doctors, Engineers, IPS Officers, Social Activists, Professors and Lawyers etc. They continuously encourage the college to organise different social activities and get them involved for the same purpose.

32. HEALTH SERVICES:

1. 04 nos. of Aqua guards are installed in the college for safe drinking water.
2. The college has its own canteen with healthy food, snacks and beverages which is supervised by the college canteen committee.
3. Blood testing camps are organised by the college.
4. Awareness programmes are organised by the college. The following awareness programmes were organised during the session:
 - Awareness lecture on 'Reproductive Health'.
 - Discussion on benefit of Vegetation diet.
 - Awareness programme on Health and Hygiene.

33. PERFORMANCE IN SPORTS ACTIVITIES:

- a. Inter College Swimming Competition held at Municipal Swimming Pool organised by Attabira College, Attabira for the session 2011-12.
 - **Miss Bindiya Kumbhar** participated in the competition and become 1st in free style & breast stroke.
- b. Inter College Athletic meet held at Kuchinda College, Kuchinda
 - **Lilima Kisan** – 2nd in 1500 mtrs., 3rd in 800 mtrs. Run
 - **Jyotsna Rani Dugar** – Participant
 - **Mousumi Suna** – Participant
 - **Anita Mirdha** – Participant
- c. National Sports festival women 2011-12 held at Tumkar, Karnataka.
 - Lilima Kisan represented Odisha Kho-Kho team.
- d. District Athletic meet held at V.S.S. Stadium, Sambalpur 2011-12.
 - Jyotirmayee Seth - 2nd in 400 mtrs. Run
 - Lilima Kisan - 1st in 1500 mtrs. Run
 - Priti Paul - 3rd in Jevlin Throw
 - Bhubaneswari Bhoi - 2nd in 100 mtrs. Run
3rd in 200 mtrs. Run
 - Bamuni Hansda - 2nd in Javelin Throw
 - Nikita Behera - 2nd in 400 mtrs. Run
 - Saraswati Bhoi - 2nd in 400 mtrs. Run
 - Saheen Paarween - 3rd in 400 mtrs. Run

34. INCENTIVES TO OUTSTANDING SPORTS PERSON:

The sports person 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 celebration.

35. STUDENTS ACHIEVEMENTS AND AWARDS:

A. Academic

Many of our students have achieved Distinction in the University level Examination. For example 5 Students in the Geography, 3 in Home Science, 1 in Zoology and many others in other departments have secured rank position at the university level. Besides that our students regularly took part in the Inter-College Debates, Essay, Quiz Competition and received prizes at the District and State Level Competitions.

B. NCC

<u>Sl. No.</u>	<u>Name</u>	<u>Camp</u>	<u>Achievement</u>
1.	Nirupama Pradhan	Thai Sainik	Participant
2.	Arati Gardia	Camp at New	1 st in Fixing
3.	Saraswati Reddy	Delhi 2011	Participant
4.	Jyotirmayee Seth	Basic Leadership	1 st in cross country
5.	Julit Surin	Camp at Kanpur 2011-	3 rd in Song
	Pramila Marai		2 nd in Cross country
	Divyarani Dora		3 rd in 200 mts. Run
1.	Pramila Marai	Republic Day Camp at New Delhi 2012	Participated
1.	Julita Surin	} Inter Group Competition- 2011 at Berhampur	Participated
2.	Pramila Marai		
3.	Saraswati Reddy		
4.	Divyarani Dora		
5.	Dusila Patra		

C. Sports

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 - Saraswati Bhoi – 2nd in 400 mtrs. Run
 - Saheen Paarween – 3rd in 400 mtrs. Run

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. Palm plates, Banners, News paper Clippings are displayed regularly in the carrier counselling corner for the benefit of the students.

37. PLACEMENT SERVICES PROVIDED TO THE STUDENTS:

No Separate placement cell is working. But in collaboration with G.M. (Auto) College, Sambalpur, students of this college participate in interviews. A model career corner is functioning with the help of directorate of State Employment.

38. DEVELOPMENT PROGRAMMES FOR NON-TEACHING 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 has cleared the accounts examination.

39. HEALTHY PRACTICE OF THE INSTITUTION:

1. Around eight social activities are conducted by the institution under the banner of NCC, NSS, YRC, Girls Guide, Eco Club.
2. Value inculcation and value development through education is attempted through extramural classes.
3. Days of national, Social, Global importance are observed. This year NCC day, AIDS Day, Road Safety Week, World Environment Day is observed. Birth Anniversary of Gangadhar Meher (An eminent Poet of Odisha), Sarvapalli Radha Krishnan birth day is celebrated as Guru Divas. To make the campus eco-friendly no-polythene drive is made. A Botanical Garden and a flower garden is maintained. Regular plantation and campus cleaning is conducted. Waste water management system is there in the campus.

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 P.G. College of the State.

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

A. Humanitarian Service

The College was the Relief centre for 7 days to give shelter and to provide relief material to the flood affected people of Sambalpur town.

B. Extra Mural

16 Extra Mural lectures were arranged.

C. Speakers of National Eminence

The following speakers deliberated on the Topics as mentioned below.

Date	Topic
12.12.11 –	Privatisation of Education System (D.P. Nayak)
20.12.11 –	Environment Pollution & its protection (Waterman of Odisha Ranjan Panda)
09.02.12 –	Behavioural psychology of Students (Prof. Arjun Purohit Clinical Psychologist from Canada).

D. Other Cultural Activities

Sangeet Sandhya

Kabita Pathotshav

150th Meher Jayanti – Gangadhar Kabya Chetanara Vibartana.

Gangadhar Meher Kabya Sandhya

PART - C

PLAN OF ACTION

Curricular Activities

1. The departments shall submit the department profile prepared as per NAAC guidelines at an early date to help preparation of the Reaccreditation Report to be submitted by the end of August – 11.
2. Proposal shall be sent to the Govt. for Opening of some add-on and self-financing courses keeping in view the need and demand of the students.
 - a. Add-in Courses
 - 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 Deities
 - iii. Garment Designing
 - iv. Fashion Technology
 - v. Women Studies
3. Department shall collect feedback from learners on various aspects of teaching and curriculum with the help of the questionnaires supplied to them.

Teaching-Learning and Evaluation

1. Teachers shall adopt learner-concentred teaching techniques, interactive methodology through group discussion, debate, projects and presentations to create stronger motivation for learning.
2. Teachers shall use the available ICT (Information and communication Technology) support for imparting better knowledge to the students in the form of hand-outs, teaching materials, task sheet etc.
3. Remedial coaching classes shall be engaged in the form of extra classes to clear the doubt of the students and help the below average students. The Examination section shall take initiative in this direction.

Research, Consultancy and Extension

1. Each Department shall submit at least one Minor Research Project for onward transmission to the UGC by the end of August 2011.
2. Members of the faculty shall take interest in publishing papers in various national/ international journals.
3. Departments 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 Departments shall conduct objective class tests at least once a month for each year and keep records of the progress in a departmental register.

Infrastructure and learning Resources.

1. To upgrade the infrastructural 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.
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 CD or DVD's on educational matter in the reading room for benefit of learners.
 - iv. Records shall be maintained about the utilization of library resources by the staff and students. The Library Committee shall supervise and guide the above activities.

Student 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, camps, route 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 the help of hired resources persons and one organiser from among the teaching staff. The cultural committee of the college shall look after these.
 - i. Yoga
 - ii. Martial Art
 - iii. Dance
 - iv. Music
4. A parent-Teacher Association shall be formed and activated. A sub-committee is formed to formulate the laws and modalities of its functioning.
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 invited and record of the meeting shall be kept by the officer in-charge of MCC. Data on the number of the students who have passed UGC-NET, SLET, GATE, GRE, TOEFL, GMAT, IAS, OAS and other recruitment examination shall be collected by the MCC and Career Counselling Cell who will take the help of the Directorate of Employment Exchange for the above purpose.
6. The Proctorial System shall be made operative and the teachers shall keep records of their meeting with their wards and other activities as requirement by the system.
7. The Alumni Association shall be activated and meeting be organized for chalking out an action plan of the Association for college development.
8. For recreational activity of the students the following clubs shall be formed and activated under teacher guidance.

Name of the Club: Health Club, Debate Club, Photography Club, Human Rights Club

Organization and Management

1. The College Calendar for the year 2012-13 be published and distributed through the Library.
2. The College magazines and the wall magazine may be published regularly.
3. The Vision and mission of the college shall be prepared by a sub-committee.
4. A computer training programme may be organized for the non-teaching staff.

Healthy Practices

1. All departments are requested to keep their Lesson Plan, Progress Register and Attendance Register ready for inspection by authorities any moment.
2. For Imparting value based education teachers are requested to maintaining cleanliness, other, punctually and discipline among the students through Example.
3. To bring in community awareness among students NCC and NSS wing are to conduct activities and programme 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.

Kalpana Patnaik
6.7.12

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

Pradip Kumar Panda
06-07-2012

Dr. Pradip Kumar Panda
Name and signature of Chairperson
IQAC