



AQAR – 2012-13

Govt. Women's  
College, Sambalpur

# The Annual Quality Assurance Report

(AQAR) of the IQAC

Year of Report – 2012-13



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

**SUBMITTED TO: NAAC, BENGALURU**

**MARCH 2014**

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution

Govt. Women's College, Sambalpur

1.2 Address Line 1

Motijharan

Address Line 2

Sambalpur

City/Town

Sambalpur

State

Odisha

Pin Code

768001

Institution e-mail address

govtwomenscollegesbp@gmail.com

Contact Nos.

9437290818

Name of the Head of the Institution:

Dr. Puspamitra Mohanty

Tel. No. with STD Code:

0663 2412288

Mobile:

9437290818

Name of the IQAC Co-ordinator:

Dr. Kalpana Patnaik

Mobile:

9437368896

IQAC e-mail address:

kalpanapatnaik@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)\_\_\_\_\_ORCOGN 12644\_\_\_\_\_

1.4 Website address:

govtwomenscollegesbp.org

Web-link of the AQAR:

<http://www.govtwomenscollegesbp.org/AQAR201213.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+		2006	5 Yrs.
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

30.07.2011

1.7 AQAR for the year (*for example 2010-11*)

2012-13

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- |      |                    |            |              |
|------|--------------------|------------|--------------|
| i.   | AQAR 2009-10 (i)   | 01-07-2010 | (dd/mm/yyyy) |
| ii.  | AQAR 2010-11 (ii)  | 12-01-2012 | (dd/mm/yyyy) |
| iii. | AQAR 2011-12 (iii) | 06-07-2012 | (dd/mm/yyyy) |

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Sambalpur University, Jyotivihar,  
Burla, Sambalpur

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc: **NIL**

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="Nil"/>
2.9 Total No. of members	<input type="text" value="12"/>
Revised Guidelines of IQAC and submission of A	<input type="text" value="02"/>

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

“Empowering Women for Self Sustenance and Leadership through Higher Education”  
 (National Seminar)

2.14 Significant Activities and contributions made by IQAC

1. College Website was designed and registered.
2. A National Seminar was organised by the Education and Home Science Department.
3. Red Cross society was given the responsibility to organise Blood Donation Camp, First Aid facility etc.
4. Weekly Capacity Building classes on Sundays were taken for the holistic development of the students.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Separate Sheet Attached (Annexure-II)	Separate Sheet Attached (Annexure-II)

\* Attach the Academic Calendar of the year as Annexure-I.

2.16 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

1. It was decided to design the college website.
2. It was decided to hold two seminars, one on the centenary of Swami Vivekananda and another on English Literature in the month of January & February 2013.
3. It was decided to start Yoga Classes regularly from January-2013.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	01			
UG	02			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	03			
Interdisciplinary	01 (FSQC)			
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/**Elective option** / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	03



1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NA

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
26	07	19	NIL	

2.2 No. of permanent faculty with Ph.D.

19

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
07		19		Nil		Nil		26	

2.4 No. of Guest and Visiting faculty and Temporary faculty

15      03      02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		28	
Presented papers		09	
Resource Persons		03	

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1. Computer Assisted Instruction (CAI) is employed by most of the teachers in form of Power Point presentations use of LCD Projector & use of Internet.
2. Some of the class rooms are equipped with LCD Projector which is used for class room teaching.
3. Special group classes for the bright and gifted students are arranged by different departments for their academic excellence.
4. CCM classes and Remedial Classes are regularly conducted to facilitate the learning process of the students of backward classes namely SC, ST & Minorities.
5. Field Trips and Field Survey, Project Methods are arranged and organised by some of the departments to provide experience centred learning.
6. Seminars are organised on weekly basis to provide a research orientation to the learning process.
7. Group discussion and subject oriented quiz competitions are organised to develop examination taking skills of the students along with development of their cognitive skill.
8. Extra mural lectures are organised for providing a value base to education.

2.7 Total No. of actual teaching days during this academic year 212

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

1. Continuous Comprehensive Evaluation (CCE) process is followed through monthly tests.
2. A question Bank with a good number of relevant and expected questions from all the subjects is developed and available in the library for all students.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop \* 1 0

2.10 Average percentage of attendance of students 76%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG Arts	128		33	45	15	72.66% 93/128
UG Science	46		24	09	03	78.26% 36/46

PG						
----	--	--	--	--	--	--

#### 2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC meeting of the college is held regularly to update the teaching and learning process for the benefit of the students. Innovative method of teaching, learning and evaluation like holding Monthly Test, use of hand outs, Lecture Notes, PPT Presentation, Group Discussion, Inter Disciplinary Seminar, Provision of Question Bank, Special Coaching to the economically and socially under privileged group through various state and UGC schemes are imparted.

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	05
HRD programmes	02
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	
Others	

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	03			
Technical Staff	02			02

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

A research committee of the college is formed for the development work of the faculty members. IQAC monitors the seminar, orientation refresher course of the members and provides suggestion for further academic improvement.

#### 3.2 Details regarding major projects: **NIL**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01		01
Outlay in Rs. Lakhs	0.635	0.75		0.635

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals		02	02
e-Journals			
Conference proceedings		06	02

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects (02 Nos.)	2012-13	UGC	1,00,500	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		01			
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations NIL International  National  Any other

3.14 No. of linkages created during this year NIL

3.15 Total budget for research for current year in lakhs : 5,00,000/-

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year

Total	International	National	State	University	Dist	College
				01		

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

02

03

3.19 No. of Ph.D. awarded by faculty from the Institution

01

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) NA

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level

National level  International level

3.22 No. of students participated in NCC events:

University level  State level

National level  International level

3.23 No. of Awards won in NSS:

University level  State level

National level  International level

3.24 No. of Awards won in NCC:

University level  State level

National level  International level

3.25 No. of Extension activities organized

University forum  College forum

NCC  NSS  Any other

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- A Literacy survey is conducted in a local slum at Bhuta Para, Sambalpur.
- A cleaning drive is made in railway station and hospital campus.
- Food Items and other daily accessories are distributed in orphan homes.
- Road safety rally, Anti tobacco rally, Candle Rally to protest violence against women, AIDS awareness rally, Workshop on AIDS safety, Save the girl child rally are organised.
- Plantation programme is done on regular basis.
- Leprosy identification is made in a local slum.
- Awareness programme on sexual abuse with the involvement of personnel from Dist. Administration, Law, Social activities & Health.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	7.46 Acres (12.5 Acres including Playground)	NIL		
Class rooms	16	NIL		16
Laboratories	Sc.-04/ Arts-05 SAMS-01/ IT-01	NIL		11
Seminar Halls	01	NIL		01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.		Nil		
Value of the equipment purchased during the year (Rs. in Lakhs)		3.65 Lakhs (Equipments below worth ( $\leq$ 1-0 lakh)		
Others				

#### 4.2 Computerization of administration and library

1. e-Admission process is made mandatory for +3 admission.
2. e-Administration is facilitated through Additional Information Sheet annexed with e-Admission form.
3. Salary through e-Billing process is continuing.
4. Internet access to the institution for administrative (through use of e-Space) purpose.
5. Office is equipped with computers and printers.
6. Principals office is equipped with computer.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	32397		041	15,000/-	32,438	
Reference Books	12400					
e-Books						
Journals	02		03	1,000/-	05	
e-Journals						
Digital Database						
CD & Video						
Others (specify)	Computer Printer					



#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	12	01	01			Computerized	10 Pract. + LCD & OHP	08 NP, 03 CR + 07 Deptts.
Added		01						
Total		02	01				18	09

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

1. Most of the departments are supplied with Laptops which makes the faculty able to adopt ICT in teaching learning process.
2. Some of the departments have OHP & LCD which facilitates teaching in the respective departments.
3. There is the provision of a Smart Room and two more class rooms equipped with LCD Projector that makes class room teaching, inter disciplinary seminars, extra mural classes more accessible for the students.
4. The Institution adopts e-Admission, e-Governance, e-Administration & e-Billing for smooth for techno supported administration of the institution.
5. There is the provision of Students Academic Management System (SAMS) Room and Two IT Labs to facilitated technological service for the Institution.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	NIL
ii) Campus Infrastructure and facilities	NIL
iii) Equipments	3,65,000/-
iv) Others	NIL
<b>Total :</b>	<b>3,65,000/-</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Weekly Capacity Building classes were organised.
2. Remedial classes were hold for academic improvement of students of under privileged group.
3. Spoken English classes were hold for soft skill development of the students.

#### 5.2 Efforts made by the institution for tracking the progression

Learner centred teaching, computer assisted instruction, special group class, Remedial Coaching class, Soft Skill Development class, Capacity Building class, Extra Mural classes, Inter Disciplinary Seminars were organised for students' progression. Continuous Comprehensive Evaluation (CCE) method was adopted for tracking the progression.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
580	28	-	-

#### (b) No. of students outside the state

01

#### (c) No. of international students

Nil

Men	No	%	Women	No	%

No	%
608	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
399	68	74			541	438	77	93			608

Demand ratio 152 %

Dropout 2.4 %

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Since the institution is Govt. College no provision for coaching for competitive examination is there. However a carrier counselling cell is functioning and some carrier counselling program are conducted through the cell. Carrier in Management, IT, etc. is discussed in different occasions for awareness of the students. Regular display of advertisements regarding carrier prospects is made in the carrier corner display board.

No. of students beneficiaries

97



5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	+3 – 127 Nos. PG – 02 Nos Sr. Merit – 06 No	5,58,199
Financial support from government		
Financial support from other sources	Bcedi Scholarship +3 – 06 Nos	18,000
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives NIL

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Some of the Grievances of the students are redressed through i) Appointment of contractual teachers in different departments, ii) Regular Toilet Cleaning, iii) Rearrangement of Cycle stand, iv) Plantation of Dustbins in the Campus, v) Repairing of Aqua Guard.

The institution has the following provision for redressing grievances of the students.

1. Anti Ragging Cell
2. Regular Health Check Up
3. Grievance Redressal Cell
4. Anti Sexual Harassment Cell

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### **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 potential.

##### **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. 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.

##### **Specific Objectives**

1. To provide Inclusive Education.
2. To preserve Tribal culture and heritage of Western Odisha.
3. To Training women in employable life skills.
4. To Develop personality and character through value added teaching.

#### 6.2 Does the Institution has a management Information System

NO

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

1. 10 No. of teaching faculties of the Institution are members of Board Of Studies of the Affiliating University. They take active part in the curriculum structure, curriculum construction, curriculum revision and change of curriculum through their valuable and judicious suggestion in the BOS meeting.
2. Feedback from the students are collected by the teachers regarding the content of curriculum and placed before the affiliating university .

##### 6.3.2 Teaching and Learning

1. Computer Assisted Instruction (CAI) is employed by most of the teachers in form of Power Point presentations use of LCD Projector & use of Internet.
2. Some of the class rooms are equipped with LCD Projector which is used for class room teaching.
3. Special group classes for the bright and gifted students are arranged by different departments for their academic excellence.
4. CCM classes and Remedial Classes are regularly conducted to facilitate the learning achievement of the students of backward classes namely SC, ST & Minorities.
5. Field Trips and Field Survey, Project Methods are arranged and organised by some of the departments to provide experience centred learning.
6. Seminars are organised on weekly basis to provide a research orientation to the learning process.
7. Group discussion and subject oriented quiz competitions are organised to develop examination taking skills of the students along with development of their cognitive skill.

### 6.3.3 Examination and Evaluation

1. Continuous Comprehensive Evaluation (CCE) process is followed through monthly tests.
2. A question Bank with a good number of relevant and expected questions from all the subjects is developed and available in the library for all students.

### 6.3.4 Research and Development

1. A research Committee is functioning in the college
2. All the teachers are encouraged to undertake Research Projects.
3. Departmental Seminar activities are made compulsory.
4. National level Seminars are organised by the institution.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Quality addition to the institutional building and class rooms is made by Marble Flooring. Library automation process is going on. Classrooms are equipped with LCD Projectors. Many of the departments are equipped with Laptops and Projectors. The Institution is accessed with Internet Connection.

### 6.3.6 Human Resource Management

1. Faculty development programmes are encouraged through refresher and orientation programme.
2. University staff training programme is attended by two faculty members.

### 6.3.7 Faculty and Staff recruitment

1. Institution has hired retired teachers to provide experienced quality education to the students.
2. Guest Faculties are engaged in classroom teaching to meet the vacancy in teaching faculty
3. Contractual teachers are appointed as per the rules of the Govt.

### 6.3.8 Industry Interaction / Collaboration

The career counselling cell of the college organised meetings with the representatives of the local industries for possible job opportunities in these sectors. Pamphlets, News paper clippings etc. are displayed in the career counselling corner to give updated knowledge to the students on the Job market.

### 6.3.9 Admission of Students

1. e-Admission process is adopted for admission into different streams.
2. Informal subject counselling is made for Honours Selection.
3. e-Administration is facilitated through "Additional Information form" during the admission process.

6.4 Welfare schemes for

Teaching	Staff club
Non teaching	Staff club
Students	1. Financial aid from SSG fund on merit cum mark basis 2. Medical aids to needy students through YRC. 3. Distribution of Essential TLM to needy students through Alumni association.

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

Yes  Y No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	A.G. Office Govt. of Odisha	Yes	IQAC
Administrative	Yes	A.G. Office Govt. of Odisha	Yes	IQAC

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes  No  N

For PG Programmes Yes  No  N

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

#### 6.11 Activities and support from the Alumni Association

1. Financial support to the needy students at time of necessity.
2. Distribution of study materials.
3. Suggestion for academic improvement in the form of academic feedback.
4. Interaction with the students and faculty members regarding scholastic, non-scholastic & social activities of the institution.

#### 6.12 Activities and support from the Parent – Teacher Association

PTA meeting was organised twice in the year 2012-13. The parents were invited to give suggestions for the development of academic and extracurricular activities in the college. The association took special measure in giving special coaching to the bright students and the students who are academically less talented.

#### 6.13 Development programmes for support staff

Data Entry Operator Smt. Tapaswini Sahu attended a training camp organised by Dept. of Higher Education, Govt. of Odisha on e-Admission and e-Administration.  
The PET of the college Smt. Sarita Naik attended NCC camp with the students of the college.  
The Sri Prasant Kumar Behera, Jr. Clerk cleared the accounts examination.

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

1. Plantation programme on different occasions.
2. Regular campus cleaning programme.
3. Functioning of waste water management.
4. Regular maintenance of the flower garden & the botanical garden.
5. Use of Dustbins.
6. Involvement of Eco Club in different programmes to make the campus eco. friendly.



## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Principal's address at the beginning of the Session & interaction of the students with the faculty.
2. Sunday Capacity Building classes on Martial Arts, Yoga, Music & Dance.
3. Value added education through extra mural classes (10 nos.).
4. Continuous comprehensive evaluation (CCE).
5. e-Billing process.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year.

1. It was decided to design the college website.
2. It was decided to hold two seminars, one on the centenary of Swami Vivekananda and another on English Literature in the month of January & February 2013.
3. It was decided to start Yoga Classes regularly from January-2013.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. 16 nos. of social activities are under taken under the banner of NCC, NSS, YRC & Girls Guide.
2. Inclusive education is promoted.
3. The college campus is maintained eco-friendly through "environment friendly" activities like tree plantation, campaign against noise and air pollution and the awareness campaign among the students like "NO Plastic for me" "Say no to Crackers" and the most important one the "Cleanliness Drive".

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

1. Cleaning drive in collaboration with G.M. College & NSCB College. (Railway Station & Govt. Hospital Campus)
2. Celebration of World Environment Day & Earth Day.
3. Regular Plantation Program.
4. Campaign among the society like "NO Plastic for me" "Say no to Crackers" and the most important one the "Cleanliness Drive".
5. Awareness programme in Rashtrapati Colony (Urban Slum) on 'Safe Drinking Water'.

7.5 Whether environmental audit was conducted? Yes  No  N

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

**SWOC ANALYSIS**

**Strength**

- Most peaceful, un-politicized and conducive academic environment
- Well qualified, sincere, hardworking, supportive faculty members
- The first college in the state to introduce Martial Art for girls
- Healthy value system
- Innovative teaching-learning and evaluation method
- A very strong N.C.C team which promotes team work, sportsman spirit and leadership qualities
- Strong community outreach programmes and vibrant co-curricular activities
- Participatory management in the true democratic spirit
- Consistent academic result, securing top ranks in the university

**Weakness**

- Insufficient of infrastructural facility
- Shortage of human resource
- Poor communication skill of students in English

**Opportunity**

- More number of class rooms to be equipped with audio visual and LCD projector
- Total computer literacy of students to be achieved
- Personality development, communicative English class to be made more regular
- Creating avenues for more research work
- Industry academic relationship to be made more strong
- Installation of INFLIBNET

**Challenges**

- Making provision for auditorium to conduct seminars, conferences and meetings
- Provision of language lab for development of communicative English
- Wi-Fi campus
- Opening of self-financing courses
- MOU with industries

Affiliation to other universities

**A. Institution has celebrated:**

- |                              |                    |
|------------------------------|--------------------|
| 1. National Youth day        | 7. AIDS day        |
| 2. International Women's day | 8. NCC Day         |
| 3. World Environment day     | 9. Road Safety Day |
| 4. World Disabled Day        |                    |
| 5. World Human Rights Day    |                    |
| 6. Girl Child Day            |                    |

**B. Felicitation of**

1. Srushtishree Naik (Literacy)
2. Dhruva Raj Naik (Environment worker)

**C. Cultural activities**

1. A literary week named "Pragyan"
2. A cultural week named "Noopur"
3. A Physical activity week named "Sphurti"
4. A Sangeet Sandhya
5. A Poets Meet

## 8. Plans of institution for next year

### Criterion – I: Curricular Activities

1. Follow up action will be made for opening of some Add-on and self financing courses.
  - a. Add-on courses – P.G. in Home Science,  
Hons. in Education  
Hons. in Hindi
  - b. Self financing courses – Bachelor in Computer Application.  
Garment Designing
2. The departments shall submit department profile as per NAAC guide guidelines.

### Criterion – II: Teaching Learning Evaluation

1. Teachers shall adopt, learner centred teaching method and interactive teaching technique.
2. Remedial Coaching and CCM classes shall be engaged for the academic progress of the under privileged group of students.

### Criterion – III: Research, Consultancy and Extension

1. Each Dept. shall submit at least one minor research project for onward transmission to the UGC
2. National/State level seminars shall be organised

### Criterion – IV: Infrastructure and learning Resources

1. A new ladies hostel, extension block, reading room for Tapaswini ladies hostel shall be completed.
2. Steps shall be taken for library automation.

### Criterion – V: Student support and progression

1. Weekly capacity building classes shall be continued.
2. Soft skills development programme shall be continued.

### Criterion – VI: Organization and management

1. College governing body shall meet at least twice.
2. Computer training programme shall be organised for the faculty members.

### Criterion – VII: Best Practices

1. Community awareness and development programmes will be under taken.
2. Steps shall be taken to make the campus eco-friendly.

Name Dr. (Smt.) Archana Naik



24.03.2014

Signature of the Coordinator, IQAC

Name Dr. Ramesh Chandra Mishra



24.03.2014

Signature of the Chairperson, IQAC

\*\*\*

*“EDUCATION IS CREATION OF A SOUND MIND IN A SOUND BODY” -  
ARISTOTLE*

**Academic Calendar**

Sl. No.	Subjects	Time line
1.	Re-opening of the college after Summer Vacation	18.06.2012
2.	Admission: +2 Ist Year +2 IInd Year	31.07.2012 to 16.08.2012 16.07.2012 to 31.07.2012
3.	Commencement of Classes +2 IInd Year +3 IInd Year +3 IIIrd Year P.G. IInd Year +2 Ist Year +3 Ist Year P.G. Ist Year	20.06.2012 -do- -do- -do- 17.08.2013 01.08.2012 To be Notified by respective College/ Department
4.	College Students' Union Election	Election to students' union & other societies will be held on one day for all colleges & universities in a single date to be fixed by the Govt.
5.	Puja Vacation	22.10.2012 to 31.10.2012
6.	Test/ Semester Examination +2 IInd Yr. +3 Ist Year +3 IInd Year +3 IIIrd Year P.G. Ist Year P.G. IInd Year	2 <sup>nd</sup> Week of Dec' 2012 -do- -do- -do- -do- -do-
7.	X-Mas Holiday	25 <sup>th</sup> Dec' 2012
8.	Annual Sports/ Cultural Week	05.01.2013 to 20.01.2013
9.	Filling of Forms for CHSE (O)/ Univ. Exam.	As notified by CHSE (O)/ Concerned University/ Autonomous Colleges.
10.	Commencement of CHSE (O)/ Univ. Exam	3 <sup>rd</sup> week of April 2013 onwards
11.	Annual College Examination of +2 Ist Yr.	Before 10 <sup>th</sup> June 2013
12.	Publication of Result CHSE Exam 2013 +3 Ist/ +3 IInd Yr./ +3 IIIrd. Yr.  Degree Univ. Exam P.G. Ist/ P.G. IInd Yr.	Within 45 to 60 Days from the Date of last Theory Exam.
13.	Total Number of Holidays	72 Days excluding Sundays
14.	Total Number of Reserve Holidays	Maximum 2 Days
15.	Total Number of Teaching Days	Minimum 180 Days
16.	Summer Vacation	09 <sup>th</sup> May to 16 <sup>th</sup> June 2013

**PLAN OF ACTION & ACHIEVEMENT**

**PLAN OF ACTION**

**C-I: 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.

**C-II: 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.

**C-III: 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.

#### **C-IV: 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.

#### **C-V: 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

#### **C-VI: 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.

#### **C-VIII: 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.



Co-ordinator,  
RAR Committee



Principal  
Govt. Women's College,  
Sambalpur

# **ACHIEVEMENT**

## **I. Curricular Activities**

1. All the departments have submitted their profile prepared as per NAAC guide lines.
2. Remind letters have been sent to the Government for opening of new Add-on courses and self financing courses.
  - a. Add-on courses – P.G. in Home Science,  
Hons. in Education  
Hons. in Hindi
  - b. Self financing courses – Bachelor in Computer Application.  
Garment Designing
3. Feedback from learners is collected by all the departments.

## **II. Teaching, Learning & 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 Monthly tests, Unit tests and Surprise tests. A question bank is developed with expected and relevant questions in subjects. 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.
5. Class notes are prepared by the teachers to aid the learning process of the students.
6. Special group class and remedial classes are organised to facilitated learners of high and low level of cognitive ability.

## **III. Research consultancy and Extensions**

1. A National level seminar on “Empowering Women for Self Sustenance and Leadership through Higher Education” is organised by the institution.
2. 92 no. of seminars are organised by different departments.
3. Three minor research projects are undertaken by our faculty members out of which one research project is completed during this year.
4. Many of the faulty members have attended state and national level seminars and have their own papers presented.
5. Regular seminar classes are organised in different departments on weekly basis.



#### **IV. Infrastructure and Learning Process**

1. College Library contains 32397 no. of books & 12400 reference books. 41 no. of new books are purchased and one new journal is subscribed 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 expanded their Departmental library/ Seminar library with new books.
4. Some new equipments are purchased during this year.

Clarity visualiser	Computer Dell(All in one)
Dell multimedia projector	Laptop
Ahuja speaker with box	Wall mount speaker
Ahuja amplifier	Panasonic fax machine
Kirloskar DG Set	Panasonic xerox machine
Digital Camcorder	Reading telescope
Refrigerator	Travelling microscope
Sony handy-cam	
5. Gym of the college is being utilized for physical wellbeing of the students.
6. Letter to Government regarding automation of Library.
7. Subscription of one new Journal in Science is made.

#### **V. Student Support and Progression**

1. Weekly capacity building class on Yoga, Martial art, Music & Dance are organised on every Sunday.
2. 10 nos. of Extra Mural classes are organised during the session for value addition to education of the students.
3. Spoken English classes are arranged for development of communicative skill of the students.
4. A Literary week 'Pragyan', A cultural week 'Noopur' and a week on Physical activities, Sports & Games 'Sphurti' are organised for the holistic development of students personality.
5. Students are member of NCC, NSS, YRC, Girls Guide, Eco. Club and the like to nurture their inner self.
6. CCM classes are held for the academic progress of the students of Minority Community.
7. PTA meetings (03 nos.) are held and feedback regarding the quantitative and qualitative improvement in academic achievement of the students is collected.
8. A Model career corner is functioning.
9. Anti Sexual Harassment Cell, Anti Ragging Cell, Rights to Information Cell, Grievance Cell are functioning to redress students' grievance.

#### **VI. Organisation and Management**

1. The college calendar for 2012-13 is published and distributed.
2. The college magazine and wall magazine are published in due time.
3. A news Bulletin containing the academic as well non-academic events of the institution is published.
4. Common Minimum Standard suggested by Dept. of Higher Education, Odisha is maintained to its maximum possible extent.

## **VII. Healthy Practices**

1. Community awareness and community development programs like Literacy survey, Safe Drinking water drive, No polythene drive, Blood donation, Sexual Abuse Plantation Program and the like are organised under NCC, NSS, YRC, Girls guide are organised.
2. Lesson Plan, Progress Register and Attendance register of all departments are maintained and verified by the authority regularly.
3. The Campus is made eco friendly through regular cleaning programme no-polythene drive, plantation program and waste water management system.

\*\*\*

**Feedback from the Stake Holders**

**1. Parents:**

- a. The PTA meeting was held twice in the year 2012-13. Feedbacks from the parents were collected for the academic and other related activities of the college. It was decided to hold regular meetings for the development of the overall personality of the students.
- b. It was decided in the meeting to further improve the academic excellence of the bright students and to help the poor students through individualised instructions.

**2. Students:**

- a. Proctorial classes are regularly held by a proctor who looks after the academic and other related aspects of the students.
- b. Student feedback is collected by the departments for every teacher with a view to further academic improvement.
- c. Students' grievance redressal mechanism is functioning in the college.

**3. Alumni:**

- a. The Alumni Association of the college was held twice during the year 2012-13. The members actively took part in the physical and academic development of the college and suggested for further developments.
- b. It was decided to engage students on society related activities like slum area visit, plantation, blood donation camp, AIDS awareness camp, fighting for the rights of women etc.

\*\*\*