AQAR 2013-14

GOVT. WOMEN'S COLLEGE, SAMBALPUR

The Annual Quality Assurance Report

(AQAR) of the IQAC

Year of Report – 2013-14

Govt. Women's College, Sambalpur

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

1. 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.

> 9861541419 (Principal)
> 0663-2412288 (College)

Name of the Head of the Institution:

> Dr. Ramesh Chandra Mishra, Principal

Tel. No. with STD Code:

> 0663 2412288

Mobile:

> 9861541419

Name of the IQAC Co-ordinator:

Dr. Archana Naik

Mobile:

9861569401

IQAC e-mail address:

govtwomenscollegesbp@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

ORCOGN 12644

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/38/132

1.5 Website address:

govtwomenscollegesbp.org

Web-link of the AQAR:

http://www.govtwomenscollegesbp.org/AQAR201314.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	75.30	2006	5 years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY

30.07.2011

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

2013-14

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

   i. AQAR 2009-10 (i)   01.07.2010
  ii. AQAR 2010-11 (ii)   12.01.2012
 iii. AQAR 2011-12 (iii)   06.07.2012
 iv. AQAR 2012-13 (iv)   24.03.2014

1.10 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 ☐

1.11 Type of Faculty/Programme

Arts ☑   Science ☑   Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

Others (Specify) ☐ .

1.12 Name of the Affiliating University *(for the Colleges)*   Sambalpur University, Jyotivihar, Burla, Sambalpur

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence   UGC-CPE

DST Star Scheme   UGC-CE

UGC-Special Assistance Programme   DST-FIST

UGC-Innovative PG programmes   Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers   07

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   02

2.4 No. of Management representatives   01

2.5 No. of Alumni   00

2. 6 No. of any other stakeholder and
      community representatives   01

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   01

2.9 Total No. of members   15

2.10 No. of IQAC meetings held   01

2.11 No. of meetings with various stakeholders: No.   14   Faculty   10

Non-Teaching Staff Students   02   Alumni   01   Others   01

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

If yes, mention the amount   3,00,000.00

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 82

(ii) Themes   Subject Oriented

2.14 Significant Activities and contributions made by IQAC

1. Weekly Seminars are organised by different departments with the monitoring of IQAC.
2. Sunday Capacity Building classes are held.
3. automation of college library.
4. College Website is designed and registration process is going on.

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
Annexure - II	Annexure - II

Attach the Academic Calendar of the year as Annexure.

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. A proposal for a National Level Seminar on Gender Disparities and Development in India is sent to UGC.
2. A letter was sent to the Executive Engineer, P.H.D. to prepare the master plan of the college.
3. The Basket Ball Court installation process is going on under the supervision of S.K. Guru, Joint President of Aditya Alumina.
4. A letter is sent to Govt. to open +3 Commerce stream.
5. A letter is communicated to SC , ST Development Council for a study room in TRW Hostel and for an activity room in the college.
6. Efforts are made to involve the students in Industry academic collaboration. Classes are being organised for the development of communicative skills for the students.
7. The college web site is being continuously updated.
8. Automation of library.

Part – B

Criterion – I

1. 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			01 (FSQC)
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	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.

Not Applicable

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
27	06	21	-	

2.2 No. of permanent faculty with Ph.D.

17

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
06		21		-		-		27	

2.4 No. of Guest and Visiting faculty and Temporary faculty

08		05		

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	25	01
Presented papers	-	03	02
Resource Persons	-	02	02

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

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

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

| 216 |

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

1. Regular Surprise Tests & Monthly Tests are conducted to adopt Continuous Comprehensive Evaluation (CCE) process.
2. A question Bank with a good number of expected & relevant questions from all the subjects is developed and available in the library for all students. It consists of essay type, short answer type and objective type questions to orient students with pattern of examination.

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

| * | 0 | 8 |

2.10 Average percentage of attendance of students

| 77% |

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Distinction %	Division				Pass %
			I %	II %	III %	Result yet to be published	
Arts (UG)	109		28 Nos.	24 Nos.	06 Nos.	33 Nos.	
Science (UG)	52		15 Nos.	05 Nos.	07 Nos.	08 Nos.	
P.G.						Not Published	

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 methods 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 UGC scheme are imparted.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	01
Others	07

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 functioning under the monitoring and guidance of IQAC for development of research climate in the college. IQAC monitors the seminar, orientation ,refresher course of the members and provides suggestion for further academic improvement. Internet facility is accessed to all faculty members.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				01 (Proposal)
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings		07	

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		UGC		30,000/- (Balance Amt.)
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				30,000/-

3.7 No. of books published   i) With ISBN No.   `01`   Chapters in Edited Books   `[    ]`

ii) Without ISBN No.   `01`

3.8 No. of University Departments receiving funds from   - NA -

UGC-SAP `[  ]`   CAS `[  ]`   DST-FIST `[  ]`

DPE `[  ]`   DBT Scheme/funds `[  ]`

3.9 For colleges   -NIL-   Autonomy `[  ]`   CPE `[  ]`   DBT Star Scheme `[  ]`

INSPIRE `[  ]`   CE `[  ]`   Any Other (specify) `[  ]`

3.10 Revenue generated through consultancy   `NIL`

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   `04`

3.13 No. of collaborations   -NIL-   International `[  ]`   National `[  ]`   Any other `[  ]`

3.14 No. of linkages created during this year   `[  ]`

3.15 Total budget for research for current year in lakhs :   **5.0 Lakh**

From Funding agency   `5,00,000/-`   From Management of University/College   `Nil`

Total   `5,00,000/-`

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   -Nil-

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
who are Ph. D. Guides   03
and students registered under them   05

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

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

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 44   State level 12

National level 08   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 11   State level 04

National level 10   International level [　]

3.25 No. of Extension activities organized

University forum [　]   College forum 08

NCC [　]   NSS 01   Any other [　]

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

- A Road Rally is conducted on AIDS Awareness on World AIDS Day.

- One Awareness Programme was organised on water conservation.

- Plantation programme is done on regular basis.

- One Awareness is organised on prevention of female foeticide.

- A Programme on vigilance awareness is held.

- Observation of World Disabled Day.

- A Programme on Rights of Disadvantaged Group is organised.

- Food Items and daily accessories are distributed in orphan homes by the Alumni Associations.

- Financial help is made to the Philine & Uttarakhand Disaster affected people by the Staff Club.

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	15	Nil		15
Laboratories	Sc.-04/ Arts-05 SAMS-01/ IT-02	Nil		12
Seminar Halls	01	Nil		01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	Nil	Nil		Nil
Value of the equipment purchased during the year (Rs. in Lakhs)		4.05 Lakhs (Equipments below worth (-≤1-0 lakh)		
Others				

4.2 Computerization of administration and library

> 1. e-Admission process is made mandatory for +3 & +2 admission.
> 2. e-Administration is facilitated through Additional Information Sheet annexed with e-Admission form.
> 3. College website is registered & functioning.
> 4. Salary through e-billing process is continuing.
> 5. Internet access to the institution for administrative (through use of e-Space) purpose.
> 6. Office, A/C Section, Examination Section, Principal's Office, UGC Room & Library are equipped with computers and other accessories.
> 7. Library automation process is complete.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	32438		129		32567	
Reference Books	12400		-		12400	
e-Books						
Journals	05		02		07	
e-Journals						
Digital Database						
CD & Video						
Others (Magazines)					12	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	52	02	01			Computerized	10 Departments have computers	Some Departments have LCD Projectors & OHPs
Added	01		01					
Total	53		02					

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

> 1. The institution is accessed with Internet Connections.
> 1. Most of the departments are supplied with Laptops which makes the faculty members able to adopt ICT in teaching learning process.
> 2. Some of the departments have OHP, LCD, Amplifier, MIC & Speakers 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 to the students.
> 4. The Institution adopts e-Admission, e-Governance, e-Administration & e-billing for smooth administration of the institution.
> 5. There is the provision of Students Academic Management System (SAMS) Room and Two IT Labs to facilitate technological service for the Institution.
> 6. Two of the ministerial staffs have attended the HRMS Training.
> 7. Library automation is complete.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   `12,000/-`

   ii) Campus Infrastructure and facilities   `2,000/-`

   iii) Equipments   `1,25,000/-`

   iv) Others   `Nil`

                  Total :   `1,39,000/-`

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> 1. Capacity Building classes are organised.
> 2. Remedial classes are held for academic improvement of students of under privileged group.
> 3. Spoken English classes were held for soft skill development of the students under Equal Opportunity Centre.
> 4. Special Group classes are organised by some of the departments to facilitate learning of students having both high & low academic progress.
> 5. Student Support wings like NCC, NSS, YRC, Eco Club are vibrant in the institution under the guidance and monitoring of IQAC.

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 are organised for students' progression. Continuous Comprehensive Evaluation (CCE) method is adopted for tracking the progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
545	25		

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%

Women

No	%
570	100

	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
438	77	93				608	424	58	87	01		570

Demand ratio   146%   Dropout 2.3%

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

> Since the institution is a Govt. College, no provision for coaching for competitive examination is there. However a carrier counselling cell is functioning and some carrier counselling programs are conducted through the cell. One financial education workshop is conducted during the session by the Hi-tech personnel. A carrier based talk on financial planning is delivered by I.B. Mohapatra, Trainer, SEBI. Importance of spoken English in carrier building is established by Ajit Kumar Mukherjee, Employment Exchange Office. Regular display of advertisements regarding career prospects is made in the career corner display board.

No. of students beneficiaries   237

5.5 No. of students qualified in these examinations

NET [   ]   SET/SLET [   ]   GATE [   ]   CAT [   ]

IAS/IPS etc [   ]   State PSC [   ]   UPSC [   ]   Others [   ]

5.6 Details of student counselling and career guidance

> 1. A "Financial Education Workshop" is organised by Hi-Tech Personals.
> 2. A talk on "Financial Planning" is delivered by I.B. Mohapatra, Trainer, SEBI
> 3. A discussion on importance of spoken English in career building is conducted by Ajit Kumar Mukherjee, Employment Exchange Office.

No. of students benefitted

237

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			03 (so far as information is available)

5.8 Details of gender sensitization programmes

> A. The following programmes are organised for gender sensitization on different occasions.
> 1. A one act play is staged by the NSS wing of the college on the theme of protection of female foeticide.
> 2. A meeting is organised by Inner Wheel Club on "Save the Girl Child".
> 3. World Girl Child Day is celebrated.
> 4. An awareness programme is conducted on "Value the Girl Child".
> B. An anti sexual harassment cell is functioning in the institution.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level   2+24   National level   04   International level

No. of students participated in cultural events

State/ University level   12   National level   03   International level

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

Sports : State/ University level   02+11   National level   International level

Cultural: State/ University level   12   National level   02   International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	SSG - 03	1,500/-
Financial support from government	1. PMS – 123 2. Medhabruti – 05 3. Bidi Scholarship – 06 4. Muslim Minority – 03	5,29,670/- 25,000/- 30,000/- 15,000/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [   ]   National level [   ]   International level [   ]

Exhibition: State/ University level [02 (Institutional) level]   National level [   ]   International level [   ]

5.12   No. of social initiatives undertaken by the students   [08]

5.13 Major grievances of students (if any) redressed: _____

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
5. SC/ST 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 flourishment 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. 08 Nos. 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. Inclusive Pedagogy is adopted by the faculty members to cope the individual difference among the students.
2. CAI (Computer Assisted Instruction) is adopted by most of the teachers in form of Power Point presentations use of LCD Projector and use of Internet.
3. Some of the class rooms are equipped with LCD Projector which is used for class room teaching.
4. Field Trips and Field Survey, Project Methods are arranged and organised by some of the departments to provide experience centred learning.
5. Remedial Classes are regularly conducted to facilitate the learning process of the students of backward castes namely SC, ST & Minorities.
6. Special group classes for the bright and gifted students are arranged by different departments for their academic excellence.
7. Seminars are organised on weekly basis to provide a research base to the learning process.
8. Subject oriented quiz competitions & Group discussion and, academic projects are organised to teach life skills and to develop examination taking skills of the students along with development of their cognitive skill.
9. Extra mural lectures are organised to provide value education.

6.3.3 Examination and Evaluation

1. Some of our faculty members are in the Board Examination in the affiliating University to give their valuable suggestion regarding examination reforms and evaluation process.
2. Continuous Comprehensive Evaluation (CCE) process is followed through monthly tests & surprise test and competitions on different non-scholastic area.
3. 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.
4. Scores on monthly tests are displayed on the notice board and recorded properly.

6.3.4 Research and Development

1. A research Committee is functioning in the college
2. All the teachers are encouraged to undertake minor and major Research Projects under UGC.
3. Departmental Seminar activities are made compulsory.
4. Proposal is sent to UGC to organise a National level Seminar jointly by the department of Economics, Geography and Home Science.
5. Departments are encouraged to conduct content oriented research base seminars in their department.
6. Internet facility is accessed to all the faculty members and students as well for academic project for research purpose.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Quality improvement is made to the institution by addition of White board & green board in the classrooms with traditional chalk board. Classrooms are well equipped with LCD Projectors, OHP & Auditory System. Library automation process is complete. Many of the departments are equipped with Laptops and Projectors. The Institution is accessed with Internet Connection. The Institutional building extension work is going on and construction of a community hall is nearly to be completed. A new hostel and a reading room is under construction.

6.3.6 Human Resource Management

Teachers are encouraged to attend the faculty development programmes like refresher course orientation programme, HRD programme, and the like.
Assignment of co-curricular activities is made on the basis of teachers' ability and area of interest.
Common Minimum Standard (CMS) is followed for effective Human Resource Management.

6.3.7 Faculty and Staff recruitment

1. Institution has hired retired teachers to provide 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.
4. Faculty exchange programme is initiated.

6.3.8   Industry Interaction / Collaboration

> NIL

6.3.9   Admission of Students

> 1. e-Admission process is adopted for admission into different streams.
> 2. A counselling session is made for Honours Selection in each stream.
> 3. e-Administration is facilitated through "Additional Information form" during the admission process.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	Financial Help Through SSG.

6.5 Total corpus fund generated   NIL

6.6 Whether annual financial audit has been done   Yes ✓   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 declares results within 30 days?

For UG Programmes   Yes ☐   No ✓

For PG Programmes   Yes ☐   No ✓

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

> Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

1. Study Materials are distributed to the needy students.
2. Financial support to some poor students at time of necessity.
3. Academic feedback for learning improvement of the students.
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

The parents are invited to give suggestions for the development of curricular and Co-curricular activities in the college through the PTA meetings. The Parent Teacher Association took special measure in giving special coaching to the bright & poor students.

6.13 Development programmes for support staff

1. Two of our Junior Clerks dealing with accounts have attended HRMS training conducted at the Collectorate Office, Sambalpur.
2. PET of the college is promoted to the rank of Captain after completion cum promotion course. She has attended group level camp during the year and awarded best ANO as NCC officer.
3. Appointment of one more D.E.O. is made during this year.

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

1. Regular plantation programme is done in different occasions.
2. Regular maintenance of the flower garden & the botanical garden.
3. Functioning of waste water management system.
4. Regular campus cleaning programme.
5. Use of Dustbins.
6. Involvement of Eco Club in different programmes to make the campus eco friendly.
7. Initiative is taken to keep the campus polythene free.
8. One awareness programme is conducted on water conservation.
9. Botanical garden of the college is renovated.
10. A Seminar was organised on Bio-Diversity Conservation to make students aware about the environmental concepts.

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 and interaction with the students at the beginning of the session to develop motivation and perseverance among the students towards education.
2. Sunday Capacity Building classes on Martial Arts, Music & Dance.
3. Value added education through extra mural classes.
4. Continuous comprehensive evaluation (CCE).
5. e-billing process.
6. Best Teacher award to some of the teachers at institutional level.

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

1. A proposal for a National Level Seminar on Gender Disparities and Development in India is sent to UGC.
2. A letter was sent to the Executive Engineer, P.H.D. to prepare the master plan of the college.
3. The Basket Ball Court installation process is going on under the supervision of S.K. Guru, Joint President of Aditya Alumina.
4. A letter is sent to Govt. to open +3 Commerce stream.
5. A letter is communicated to SC , ST Development Council for a study room in TRW Hostel and for an activity room in the college.
6. Efforts are made to involve the students in Industry academic collaboration. Classes are being organised for the development of communicative skills for the students.
7. The college web site is being continuously updated.
8. Automation of library is likely to be completed.

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

1. The Institution is involved in different philanthropic activities social and service activities under NCC, NSS, YRC wings of students and staff club of the college.

2. Different Environment protection activities are undertaken by the institution.

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

7.4 Contribution to environmental awareness / protection

1. Regular plantation programme is done in different relevant occasions.
2. Functioning of waste water management system.
3. Regular campus cleaning programme.
4. Use of Dustbins.
5. Involvement of Eco Club in different programmes to make the students aware about environmental protection.
6. Pamphlets containing massage "Say No to Crackers", "Don't Waste Water", "Keep your Campus Clean" are posted at different place of student's attention.
7. Initiative is taken to keep the campus polythene free.
8. One awareness programme is conducted on water conservation.
9. A Seminar was organised on Bio-Diversity Conservation to make students aware about the environmental concepts.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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 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. A **Principals' Conference** on "Quality Improvement in Higher Education" is organised in the college to discuss the avenues of quality improvement in Higher Education in terms of teaching learning process, research activities, and student support services in context of RUSA.

B. Institution has celebrated:

1. Teachers' Day   7. Worlds Human Rights Day
2. Gandhi Jayanti   8. NCC Day
3. Vigilance Awareness Day   9. Gangadha Meher Jayanti
4. National Voter's Day   10. National Education Day
5. World Aids Day
6. World Girl Child Day

C. Felicitation of

1. Prof. D. Naik (winner of "Krushaka Mitra", "Prakruti Mitra" and Citizen's Award)
2. Juli Barik Youth Athlete.

D. 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

E. Student Achievers

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
   c. Commerce at Degree Level

2. Departments shall submit department profile as per NAAC guide guidelines.

Criterion – II: Teaching Learning Evaluation

1. Teachers shall adopt learner centred, activity based and interactive teaching technique.
2. Remedial Coaching shall be engaged for the academic progress of the under privileged group of students.
3. Continues Comprehensive Evaluation (CCE) process shall be adopted for evaluation of students' achievement through monthly test, surprise test and competitions on different non scholastic traits.
4. Teacher made learning materials shall be supplied to students to facilitate learning.

Criterion – III: Research, Consultancy and Extension

1. National/State level seminars shall be organised.
2. Each Dept. shall submit at least one minor research project for onward transmission to the UGC.
3. Initiatives shall be taken to conduct research training programmes to develop research skills among the new researchers.
4. Steps shall be taken for Industry institution collaboration.

Criterion – IV: Infrastructure and learning Resources

1. A community hall, the new ladies hostel, extension block, reading room for Tapaswini ladies hostel shall be completed. Provision for another reading room for TRW Hostel shall be made.
2. INFLIBNET provision will be made.
3. A Master plan of the college shall be prepared.
4. Provision of more number of computers with printer shall be made in library.
5. Faculty members shall be instructed to provide hands on materials and teacher made learning materials to the students.

Criterion – V: Student support and progression

1. Weekly capacity building classes shall be continued.
2. Soft skills development programme shall be continued under Equal Opportunity Education Centre.
3. Special group classes and Remedial classes shall be engaged.
4. Training on life skill learning shall be conducted.

Criterion – VI: Organization and management

1. College governing body shall meet at least twice a year.
2. Computer training programme shall be organised for the faculty members.
3. IQAC Meeting shall be conducted on quarterly basis.
4. Steps shall be taken for Wi-fi Campus and installation of CC TV Camera.
5. Common minimum standard (CMS) shall be followed to its maximum possible extent.

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 ___ARCHANA NAIK___

Archana Naik
1.1.14
Signature of the Coordinator, IQAC

Name ___Dr RAMESH CHANDRA MISHRA___
Principal

1.11.14.
Signature of the Chairperson, IQAC

_____***_____

ACADEMIC CALENDAR 2013-14

Govt. of Odisha
Higher Education Department

[The following academic calendar shall be followed by all Govt. /Non-Govt. (Aided/Block Grant)/Autonomous colleges of the state]

Common Academic Calendar: 2013-14

SI #	Subject	Time Line
i.	Reopening of College after Summer Vacation of 2012-13	17.06.2013
ii.	Admission +2 1st Year +3 1st year	 27.05.2013 to 22.07.2013 01.06.2013 to 22.07.2013
iii.	Commencement of Classes +2 2nd Year +3 2nd Year +3 3rd Year P.G. 2nd Year +2 1st Year +3 1st Year P.G. 1st Year	 20.06.2013 -do- -do- -do- 22.07.2013 -do- To be notified by respective Colleges/Dept.
iv.	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.
v.	Puja Vacation	10.10.2013 to 19.10.2013
vi.	Test / Semester End Examination +2 2nd Year +3 1st Year +3 2nd Year +3 3rd Year P.G. 1st Year P.G. 2nd Year	 2nd week of December 2013 -do- -do- -do- -do- -do-
vii.	X-Mas holiday	25th December 2013
viii.	Annual Sports / Cultural Week	06.01.2014 to 21.01.2014
ix.	Filling up of forms for CHSE (O) / University Exam	As notified by CHSE (O) / Concern University / Autonomous colleges
x.	Commencement of CHSE (O) / University Exam	As notified by CHSE (O) / Concern University / Autonomous colleges
xi.	Annual College Examination for +2 1st Year	3rd week of April, 2014 onwards
xii.	Publication of Result AHS Exam-2014 +3 1st / +3 2nd / +3 3rd Degree University Exam PG 1st Year / PG 2nd Year	 Before 10th June, 2014 Within 45 to 60 days from the date of last Theory Examination.
xiii.	Total No. of Holidays	72 days, excluding Sundays.
xiv.	Total No. of Reserve Holidays	Maximum 2 days.
xv.	Total No. of Teaching days	Minimum 180 days
xvi.	Summer Vacation	9th May to 18th June, 2014.

(N.B.-The above time line may be modified by the Government as and when required)

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PLAN OF ACTION & ACHIEVEMENT

PLAN OF ACTION

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. 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.

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 –   Hons. in Education
                           Hons. in Hindi

   b. Self financing courses –   Bachelor in Computer Application.

II. Teaching, Learning & Evaluation

1. Inclusive Pedagogy and Learner centred approach is followed by teachers through group discussion, question answer method, peer teaching method, Seminars & project method.
2. Computer Assisted instruction (CAI) is adopted through PPP & use of LCD Projector.
3. Some of the Departments 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 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. Some of the departments are engaged in developing teacher made TLMs to develop the level of motivation and cognizance 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. 82 no. of seminars are organised by different departments.

2. Three minor research projects are undertaken by our faculty members out of which one research project is completed during this year.

3. A proposal for minor research project on "Challenges in Teaching English in Hindi Medium High Schools of Sambalpur District" is submitted by one of our faculty members.

4. 21 faculty members have attended state and national level seminars and many of them have their own papers presented.

5. Regular seminar classes are organised in different departments on weekly basis.

6. Two Books (One with ISBN No.) are published by the Institution containing Research based articles.

IV. Infrastructure and Learning Process

1. College Library contains 32567 no. of books & 12400 reference books out of which 129 books are purchased in the current session. Two new journals are 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.
3. Some of the departments have expanded their Departmental library/ Seminar library with new books.
4. Some new equipments like Computer, Printer, Photo Copier etc. are purchased during this year to facilitated teaching learning process.
5. Automation of Library is nearly to be completed.
6. Physical Infrastructure of the college is enhanced with construction of one ladies hostel, one reading room, one extension building of Science Department and one community hall.
7. A new IT Lab is inaugurated during the year to facilitated fundamental course in computer applications.

V. Student Support and Progression

1. Weekly capacity building classes are organised.
2. 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, a Cultural week and an Athletic week 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. Remedial classes are held for the academic progress of the students.
7. A Model career corner is functioning and career counselling programmes are carried on regular basis.
8. Anti Sexual Harassment Cell, Anti Ragging Cell, Rights to Information Cell, Grievance Cell, SC/ ST Cell and Physically Handicapped Cell are functioning to redress students' grievance.

VI. Organisation and Management

1. Common Minimum Standard suggested by Dept. of Higher Education, Odisha is followed to its maximum possible extent.
2. The college calendar for 2013-14 is published and distributed.

VII. Healthy Practices
1. Community awareness and community development programs like Plantation Programme, No Polythene Drive, Road Safety, Water Conservation, Vigilance Awareness, Human Rights of Disabled & Disadvantaged, Voters Awareness, Protection of Female Foeticide are organised during the session under the banner of NSS, NCC, YRC.
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.
4. Thought of the day is regularly quoted and written in the specified board.
5. Staff Club of the college is engaged in philanthropic activities. During this year a good amount of money is sent to the Prime Minister's Relief Fund to assist Philine & Uttarakhand disaster affected people.

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Feedback from the Stake Holders

1. Parents:

  a. The PTA meeting was held in the year 2013-14 to discuss the mutual responsibility of parents and teachers for the development of the students in academic and non academic sphere. Feedback from the parents was 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 once during the year 2013-14. 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.