

AQAR 2014-15

ସୁବର୍ଣ୍ଣ ଜୟନ୍ତୀ ସ୍ମାରକୀ
Golden Jubilee Memorial
1959-2009



ସରକାରୀ ମହିଳା ମହାବିଦ୍ୟାଳୟ
GOVT. WOMEN'S COLLEGE
SAMBALPUR
ESTD-1959
(NAAC ACCREDITED B+)

GOVT. WOMEN'S COLLEGE, SAMBALPUR

The Annual Quality Assurance Report

(AQAR) of the IQAC

Year of Report – 2014-15



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

**SUBMITTED TO: NAAC, BENGALURU
2015**

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.	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:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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)

1.5 Website address:

Web-link of the AQAR:

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	1 st Cycle	B+	75.30	2006	5 years
2	2 nd Cycle	B	2.82	2014	5 Years
3	3 rd Cycle				
4	4 th Cycle				

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

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

1.9 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
- ii. AQAR 2010-11 (ii) 12.01.2012
- iii. AQAR 2011-12 (iii) 06.07.2012
- iv. AQAR 2012-13 (iv) 24.03.2014
- v. AQAR 2013-14(V) 01.11.2014

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	<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="07"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>		
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="00"/>		
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="01"/>		
2.8 No. of other External Experts	<input type="text" value="01"/>		
2.9 Total No. of members	<input type="text" value="15"/>		
2.10 No. of IQAC meetings held	04		
2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="16"/>	Faculty <input type="text" value="08"/>
	Non-Teaching Staff	<input type="text" value="04"/>	Alumni <input type="text" value="02"/>
	Students		Others <input type="text" value="02"/>

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

2.14 Significant Activities and contributions made by IQAC

1. The college campus is made Wi-Fi.
2. Library is automated.
3. INFLIBNET is installed to facilitate research activity.
4. Weekly Seminars are organised by different departments with the monitoring of IQAC.
5. Sunday Capacity Building classes are held.

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. D.H.E., Govt. Of Odisha is requested to open +3 Commerce stream.
4. A letter is communicated to SC, ST Development Council for a study room in TRW Hostel and for an activity room in the college.
5. Efforts are made to involve the students in Industry academic collaboration. Classes are being organised for the development of communicative skills for the students.
6. A proposal for a national level workshop on "Inclusive pedagogy for quality teaching in Higher Education" is sent to NAAC.

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			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
22	05	17	NIL	

2.2 No. of permanent faculty with Ph.D.

18

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
05		17		NIL		-		22	23

2.4 No. of Guest and Visiting faculty and Temporary faculty

13

NIL

08

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	18	03
Presented papers	-	05	02
Resource Persons	-	03	-

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

1. 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.
2. Extra mural lectures are organised to provide value added education.
3. Field Trips and Field Survey, Project Methods are arranged and organised by some of the departments to provide experience centred learning.
4. 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.
5. Seminars are organised on weekly basis to provide a research base to the learning process.
6. Special group classes for the bright and gifted students are arranged by different departments for their academic excellence.
7. Some of the class rooms are equipped with LCD Projectors which are used for class room teaching.

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

218

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.
3. Peer evaluation method is adopted by some of the departments in class room tests.

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
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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	Distinction %	Division				Result yet to be published	Pass %
			I %	II %	III %			
Arts (UG)	120		32 Nos.	40 Nos.	16 Nos.		73.33	
Science (UG)	61		16 Nos.	10 Nos.	02 Nos.		45.90	
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 NIL

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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	09(e-evaluation)
Summer / Winter schools, Workshops, etc.	01
Others	03

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	NIL	NIL	NIL
Technical Staff	02		NIL	NIL

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.IQAC has its contribution in automation of library and installation of INFLIBNATE.Proposal has been sent for a national level seminar on “Gender Disparity and Development In India “ to UGC and for a national level workshop on “Inclusive Pedagogy for Quality Teaching in Higher Education” to NAAC.

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				
Outlay in Rs. Lakhs				

3.4 Details on research publications NIL

	International	National	Others
Peer Review Journals	01		
Non-Peer Review Journals			
e-Journals	01		
Conference proceedings		06	

3.5 Details on Impact factor of publications: NIL

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
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				30,000/-

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 - 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

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number				01	
	Sponsoring agencies				State Govt.	

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

3.15 Total budget for research for current year in lakhs : **Nil**

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				01		

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

03

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 State level

National level International level

3.23 No. of Awards won in NSS: NIL

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 safe drinking water drive is organised in the local slum.
- Road Rally is conducted on AIDS Awareness on World AIDS Day.
- Plantation programme is done on regular basis.
- Awareness programme is organised on personal hygiene among girls.
- A Programme on vigilance awareness is held.
- Awareness on Human Trafficking is conducted.
- Food Items and daily accessories are distributed in orphan homes by the Alumni Associations.
- Awareness programme on Disaster Reduction Technique.
- Awareness programme on Global hand wash day.

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 + 01 Language Lab.	01 (Language Lab.)		16
Laboratories	Sc.-04/ Arts-05 SAMS-01/ IT-02 Language Lab.- 01	01 (Language Lab.)		13
Seminar Halls	01	Nil		01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	Nil	Nil		Nil
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

1. e-Admission process is made mandatory.
2. e-Administration is facilitated through Additional Information Sheet annexed with e-Admission form.
3. College website is registered & functioning.
4. INFLIBNET is installed.
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.
8. The campus has Wi-Fi facility.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	35591		1150		36741	
Reference Books	12750				12750	
e-Books						
Journals	07		03		10	
e-Journals						
Digital Database						
CD & Video						
Others (Magazines)	12		02		14	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	53	02	01			Computer ized	10 Departments have computers	Some Department s have LCD Projectors & OHPs
Added	06		01					
Total	59		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.
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. Nine of the faculty members are trained on e-valuation process.
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.
8. Most of the departments are supplied with Laptops which makes the faculty members able to adopt ICT in teaching learning process.
9. The Institution adopts e-Admission, e-Governance, e-Administration & e-billing for smooth administration of the institution.
10. INFLIBNET is installed.

4.6 Amount spent on maintenance in lakhs :

i) ICT	71,606/-
ii) Campus Infrastructure and facilities	65,000/-
iii) Equipments	28,000/-
iv) Others	6,400/-
Total :	1,71,006/-

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. Career counselling programmes are held.
3. 65 no. of Spoken English classes are held for soft skill development of the students under Equal Opportunity Centre.
4. Student Support wings like NCC, NSS, YRC, Eco Club are vibrant in the institution under the guidance and monitoring of IQAC.
5. Library automation process is completed for ease of library use.

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
600	28	NA	

(b) No. of students outside the state

Nil

Nil

(c) No. of international students NIL

Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
424	58	87	1	NIL	570	470	68	90		NIL	628

Demand ratio 158% Dropout 1.6%

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. Regular display of advertisements regarding career prospects is made in the career corner display board. The institution has a proposal to establish a "career junction" in the college.

No. of students beneficiaries

5.5 No. of students qualified in these examinations NA

NET	<input style="width: 40px; height: 20px;" type="text"/>	SET/SLET	<input style="width: 40px; height: 20px;" type="text"/>	GATE	<input style="width: 40px; height: 20px;" type="text"/>	CAT	<input style="width: 40px; height: 20px;" type="text"/>
IAS/IPS etc	<input style="width: 40px; height: 20px;" type="text"/>	State PSC	<input style="width: 40px; height: 20px;" type="text"/>	UPSC	<input style="width: 40px; height: 20px;" type="text"/>	Others	<input style="width: 40px; height: 20px;" type="text"/>

5.6 Details of student counselling and career guidance

There is a carrier counselling cell in the institution and some carrier counselling programs are conducted through the cell. Regular display of advertisements regarding career prospects is made in the career corner display board. The institution has a proposal to establish a "career junction" in the college.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	32 (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 meeting is organised by Inner Wheel Club on Impact of Female foeticide and its prevention.
 2. World Girl Child Day is celebrated.
 3. An awareness programme is conducted on “Value the Girl Child”.
 4. World Women’s day is celebrated.
 5. A programme on personal hygiene among girls is conducted.
- 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	National level	International level
<input style="width: 60px; height: 20px;" type="text" value="2+08"/>	<input style="width: 60px; height: 20px;" type="text" value="03"/>	<input style="width: 60px; height: 20px;" type="text"/>

No. of students participated in cultural events

State/ University level	National level	International level
<input style="width: 60px; height: 20px;" type="text" value="07"/>	<input style="width: 60px; height: 20px;" type="text" value="02"/>	<input style="width: 60px; height: 20px;" type="text"/>

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

Sports : State/ University level	National level	International level
<input style="width: 60px; height: 20px;" type="text" value="02+03"/>	<input style="width: 60px; height: 20px;" type="text" value="02"/>	<input style="width: 60px; height: 20px;" type="text"/>

Cultural: State/ University level	National level	International level
<input style="width: 60px; height: 20px;" type="text" value="03"/>	<input style="width: 60px; height: 20px;" type="text" value="02"/>	<input style="width: 60px; height: 20px;" type="text"/>

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	SSG - 06	3,000/-
Financial support from government	1. PMS – 441 2. Bidi Scholarship – 10 3. Muslim Minority – 04	19,99,531/- 50,000/- 20,000/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives NIL

Fairs : State/ University level	National level	International level
<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>
Exhibition: State/ University level	National level	International level
<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>	<input style="width: 60px; height: 20px;" type="text"/>

5.12 No. of social initiatives undertaken by the students

08

5.13 Major grievances of students (if any) redressed: No grievances registered.

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 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. 07 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. 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. Inclusive Pedagogy is adopted by the faculty members to cope the individual difference among the students.
3. Some of the class rooms are equipped with LCD Projector which is used for class room teaching.
4. Extra mural lectures are organised to provide value education.
5. Remedial Classes are regularly conducted to facilitate the learning process of the students of backward castes namely SC, ST & Minorities.
6. A Language Lab. is functioning for techno supported teaching learning process.
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. Field Trips and Field Survey, Project Methods are arranged and organised by some of the departments to provide experience centred learning.

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. Proposal is sent to UGC to organise a National level Seminar jointly by the department of Economics, Geography and Home Science.
3. A proposal is sent to NAAC for A National Level Workshop on Inclusive Pedagogy for Quality Teaching in Higher Education.
4. All the teachers are encouraged to undertake minor and major Research Projects under UGC.
5. Departmental Seminar activities are made compulsory.
6. Departments are encouraged to conduct content oriented research base seminars in their department.
7. 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 completed. A Language Lab. is functioning for techno supported teaching learning. 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. The Institution has INFLIBNET facility. The Campus is partially facilitated with Wi-Fi provision.

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. An awareness programme on Human Trafficking is conducted by the Alumni Association.
2. Study Materials are distributed to the needy students.
3. Financial support to some poor students at time of necessity.
4. Academic feedback for learning improvement of the students.
5. Interaction with the students and faculty members regarding scholastic, non-scholastic

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. Two Nos. of Data Entry Operators are engaged for e-Admission process under SAMS.
4. Science Teachers are trained in e-evaluation process.

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

1. Regular plantation programme is done on 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. Pamphlets on No-Polythene, No-Crackers, Don't Waste Electricity are displayed in the college campus.
9. Botanical garden of the college is renovated.

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. Science teachers are trained in e-Valuation process.

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 proposal for a National Level Workshop is Sent to NAAC on Quality Improvement on Higher Education.
3. A letter was sent to the Executive Engineer, P.H.D. to prepare the master plan of the college.
4. The Basket Ball Court installation process is completed.
5. A letters are sent to Govt. to open +3 Commerce, Honours in Education & Hindi.
6. Campus is made partially Wi-Fi.
7. Installation of INFLIBNET is done.
8. Library automation process is 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 message "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. A Safe Drinking Water Drive is conducted by the organisation in the local slum.

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. NAAC Peer Team visited the college and the completed its Second Cycle Accreditation getting 'B' Grade with 2.82 grade points.

B. Institution has celebrated:

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

C. Other activities

A literary week, A cultural week, A Physical activity week, A Sangeet Sandhya, A Poets Meet are conducted in the college.

Sunday Capacity Building Classes in Music, Dance and Martial art along with Self Defence Programme for Girls Students are conducted in the Institution.

A Quarterly News Letter 'The Educator' is published from one of the department of the college.

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. 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.
3. Teacher made learning materials shall be supplied to students to facilitate learning.

Criterion – III: Research, Consultancy and Extension

1. A National Level seminars on Gender Disparity and Development in India shall be organised.
2. A National Level Workshop on Inclusive Pedagogy for Quality Teaching in Higher Education shall be conducted.
3. Each Dept. shall submit at least one minor research project for onward transmission to the UGC.
4. Initiatives shall be taken to conduct research training programmes to develop research skills among the new researchers.
5. 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. Steps shall be taken to make the Campus fully Wi-Fi.
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. Step shall be taken for functioning of "A Career Junction" in the college.
2. Weekly capacity building classes shall be continued.
3. Soft skills development programme shall be continued under Equal Opportunity Education Centre.
4. Special group classes and Remedial classes shall be engaged.
5. Training on life skill learning shall be conducted.
6. The Institution shall provide Self Defence Training to its students.

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 Dr. ARCHANA NAIK

Archana Naik
18.11.2015

Signature of the Coordinator, IQAC

Name Dr RAMESH CHANDRA MISHRA

Ramesh
18.11.15

Signature of the Chairperson, IQAC

ACADEMIC CALENDAR 2014-15

GOVERNMENT OF ODISHA
Department of Higher Education

Common Minimum Standard (CMS) Guidelines, 2014-15

[The following guidelines shall be strictly followed by all Govt. / Non Govt. (Aided/Block Grant)/Autonomous Colleges of the state)

1. Common Academic Calendar : 2014-15

SI #	Subject	Time Line
i.	Reopening of College after Summer Vacation of 2013-14	23.06.2014
ii	Admission + 2, 1 st Year + 3, 1 st Year	07.07.2014 to 30.07.2014 14.07.2014 to 05.08.2014
iii.	Commencement of Classes +2, 2 nd year +3, 2 nd Year +3, 3 rd Year P.G., 2 nd Year +2, 1 st Year +3, 1 st Year P.G. 1 st Year	26.06.2014 - do - - do - - do - 01.08.2014 07.08.2014 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 and universities in a single date to be fixed by the Govt.
v.	Puja Vacation	01.10.2014 to 08.10.2014
vi	Test / Semester End Examination + 2, 2 nd Year +3, 1 st year +3, 2 nd Year +3, 3 rd Year P.G. 1 st year P.G. 2 nd Year	2nd Week of December, 2014 - do - - do - - do - - do - - do -
vii	X- Mass Holiday	25 th December 2014
viii	Annual Sports / Cultural Week	05.01.2015 to 20.01.2015
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 1 st year classes	3 rd week of April, 2015 onwards
xii	Publication of Result AHS Exam – 2015 +3 1 st /+3 2 nd / +3 3 rd Degree University Exam PG 1 st Year/PG 2 nd Year	Before 10 th June -2015 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	11 th May to 18 th June 2015

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

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
 - 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.

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.

A) New Course: Bachelor in Commerce

B) Ad-on Courses: Hons. in Education
Hons. in Hindi

II. Teaching, Learning & Evaluation

1. Activity Based and Learner centred approach is followed by teachers through group discussion, question answer method, peer teaching method, Seminars, Survey & 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. A Language Lab. is established for Techno Supported teaching learning process.

III. Research consultancy and Extensions

1. Proposal is sent to UGC for National Level Seminar on Gender Disparity and Development in India.
2. Proposal is sent to NAAC for National Level Workshop on Inclusive Pedagogy for Quality Teaching in Higher Education.
3. 84 no. of seminars are organised by different departments.
4. 18 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. Library is fully automated and INFLIBNET is installed for facilitating research activities.

IV. Infrastructure and Learning Process

1. College Library contains 36741 no. of books & 12400 reference books out of which 1150 books are purchased in the current session. Three new journals and two New Magazines are subscribed during this session to satisfy the learners' quest for knowledge.
2. INFLIBNET is installed in the Institution in the current year.
3. The institution is equipped with internet facility and a good number of computers, LCD Projectors.
4. Some of the departments have expanded their Departmental library/ Seminar library with new books.
5. Some new equipments like Computer, Printer, Photo Copier etc. are purchased during this year to facilitated teaching learning process.
6. Automation of Library is completed.
7. 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.
8. Campus is partially facilitated with Wi-Fi service.
9. A Language Lab. is established during the session.

V. Student Support and Progression

1. Weekly capacity building classes are organised on Music, Dance & Self Defence Training programme are organised for the girls students.
2. Extra Mural classes are organised during the session for value addition to education of the students.
3. 65 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. A Model career corner is functioning and career counselling programmes are carried on regular basis.
7. 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.
8. A Language Lab., Automated Library and INFLIBNET facility for providing better academic and research environment to the students.

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 2014-15 is published and distributed.

VII. Healthy Practices

1. Community awareness and community development programs like Safe Drinking Water Drive, Save the Girl Child, AIDS Awareness, Human Trafficking, Plantation Programme, No Polythene Drive, Road Safety, Water Conservation, Vigilance Awareness, Voters Awareness, Protection of Female Foeticide, Disaster Management

& Awareness on Disaster Eeducation Technique are organised during the session under the banner of NSS, NCC, YRC, ECO Club etc.

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.

Feedback from the Stake Holders

1. Alumni:

- a. The Alumni Association of the college was held twice during the year 2014-15. 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.

2. Parents:

- a. The PTA meeting was held in the year 2014-15 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.

3. 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.