2015-16

AQAR

Govt. Women's College, Sambalpur

THE ANNUAL QUALITY ASSURANCE REPORT

(AQAR) of the IQAC
Year of Report – 2015-16

Govt. Women's College, Sambalpur

Submitted to: NAAC, Bangaluru
2016

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

AQAR for the year *(for example 2015-16)*   2015-16

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.   9861569401

Name of the Head of the Institution: Dr. (Smt.) Archana Naik

Tel. No. with STD Code: 0663 2412288

Mobile:

9861569401

Name of the IQAC Co-ordinator:

Dr. Jiten Kumar Mishra

Mobile:

9437457438

IQAC e-mail address:

govtwomenscollegesbp@gmail.com

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

ORCOGN 12644

OR

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:

www.gwcsbp.in

Web-link of the AQAR:

http://gwcsbp.in/images/AQAR201516.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	B	2.82	2014	5 Years
3	3rd Cycle				
4	4th Cycle				

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

30.07.2011

1.8 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
v.	AQAR 2013-14 (v)	01.11.2014
vi.	AQAR 2014-15 (vi)	18.11.2015

1.9 Institutional Status

University   State [ ] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [✓] No [ ]

Constituent College   Yes [ ] No [✓]

Autonomous college of UGC   Yes [ ] No [✓]

Regulatory Agency approved Institution   Yes [ ] No [✓]

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

Type of Institution   Co-education [ ]   Men [ ]   Women [✓]

Urban [✓]   Rural [ ]   Tribal [ ]

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

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

1.10 Type of Faculty/Programme

Arts [✓]   Science [✓]   Commerce [ ]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify)   [.]

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

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

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   04

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   12

2.10 No. of IQAC meetings held   03

2.11 No. of meetings with various stakeholders: No. | 18 | Faculty | 09 |

Non-Teaching Staff Students | 02 | Alumni | 02 | Others | 05 |

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. | 03 | International | 00 | National | 02 | State | 00 | Institution Level | 01 |

(ii) Themes

1. Inclusive Pedagogy for Quality Teaching in Higher Education (National Level Workshop)

2. Gender Disparity & Development in India (National Level Seminar)

3. Workshop on Preparation of LOI & SSR

2.14 Significant Activities and contributions made by IQAC

1. A National Level Workshop on Inclusive Pedagogy for Quality Teaching in Higher Education was organised.
2. A National Level Seminar on Gender Disparity & Development in India was conducted.
3. The college campus is made Wi-Fi.
4. Library is automated.
5. INFLIBNET is installed to facilitate research activity.
6. Weekly Seminars are organised by different departments with the monitoring of IQAC.

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.

2.15 Whether the AQAR was placed in statutory body   Yes [✓]   No [ ]

Management [✓]   Syndicate [ ]   Any other body [✓]

Provide the details of the action taken

1. A National Level Seminar on Gender Disparities and Development in India was organised.
2. D.H.E., Govt. Of Odisha is requested to open +3 Commerce stream.
3. A letter is communicated to SC, ST Development Council for a study room in TRW Hostel and for an activity room in the college.
4. Efforts are made to involve the students in Industry academic collaboration. Classes are being organised for the development of communicative skills for the students.
5. A national level workshop on "Inclusive pedagogy for quality teaching in Higher Education" was held under the monitoring of IQAC.

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
20	07	13	NIL	

2.2 No. of permanent faculty with Ph.D.

10

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		20 members	
Presented papers		32 papers by 12 members	
Resource Persons		03	

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. 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. 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.
5. Seminars in department level 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

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

238

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

*	1	2

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	Division				
		Distinction %	I %	II %	III %	Pass %
Arts UG	118	13=17.56	24	42	08	62.71%
Science UG	56	29=74.35	30	08	01	69.64%
PG	NOT PUBLISHED					

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

        To the credit of IQAC a National Level Workshop on Inclusive Pedagogy for quality teaching in Higher Education is organised in the current year. 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. A National Level Seminar was well organised on Gender Disparity and Development in India.

2.13 Initiatives undertaken towards faculty development

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

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	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. a National Level Workshop on Inclusive Pedagogy for quality teaching in Higher Education was organised to promote research climate in the institution. A national level seminar on "Gender Disparity and Development in India was conducted. Weekly seminar was made compulsory for the students of various departments.

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				
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals	NIL	03	08
e-Journals			
Conference proceedings		08	

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				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				

Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

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

ii) Without ISBN No. | 02 |

3.8 No. of University Departments receiving funds from

UGC-SAP | | CAS | | DST-FIST | |

DPE | | DBT Scheme/funds | |

3.9 For colleges   Autonomy | NIL | CPE | NIL | DBT Star Scheme | NIL |

INSPIRE | NIL | CE | NIL | Any Other (specify) | NIL |

3.10 Revenue generated through consultancy | NIL |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		02			63
Sponsoring agencies		UGC NAAC			

3.12 No. of faculty served as experts, chairpersons or resource persons | 02 |

3.13 No. of collaborations   International | NIL | National | NIL | Any other | NIL |

3.14 No. of linkages created during this year | NIL |

3.15 Total budget for research for current year in lakhs : NIL

From Funding agency | NIL | From Management of University/College | NIL |

Total | NIL |
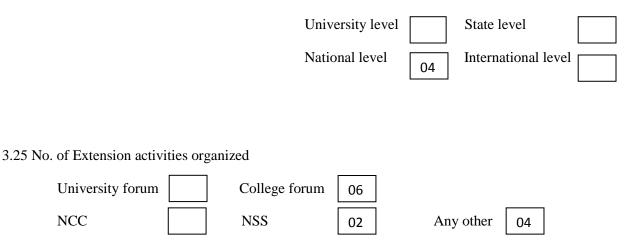
3.16 No. of patents received this year

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

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

02

03

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

NIL

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

JRF   SRF   Project Fellows   Any other   02

3.21 No. of students Participated in NSS events:

University level	50	State level	
National level		International level	

3.22 No. of students participated in NCC events:

University level	18	State level	
National level	11	International level	

3.23 No. of Awards won in NSS:

University level	NIL	State level	NIL
National level	NIL	International level	NIL

3.24 No. of Awards won in NCC:

University level [ ]   State level [ ]

National level [04]   International level [ ]

3.25 No. of Extension activities organized

University forum [ ]   College forum [06]

NCC [ ]   NSS [02]   Any other [04]

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

- The college was Nodal College for Self Defence Training of Girls Students of the District.

- College Organised A Workshop on Preparation of LOI & SSR to aware the periphery colleges on the same.

- Indane Safety Clinic was held in the College Campus for crating awareness about use of Gas Cylinders.

- A Health awareness camp was organised in the college.

- An awareness programme on human rights was organised.

- A drama on Environmental awareness was staged to make the school students aware on environmental issues.

- A Film Show on Active Citizenship was screened to enlighten the adolescents about their responsibilities as a Citizn.

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/	01 (Language Lab.)		13

	IT-02 Language Lab.- 01			
Seminar Halls	01	01		02
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)				
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.
9. The Institution is made secured under CCTV surveillance.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	36741		55		36796	
Reference Books	12750				12750	
e-Books						
Journals	10				10	
e-Journals						
Digital Database						
CD & Video						
Others (Magazine)	14				14	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	59	02	01			Compu terized	10 Depart ments have their own Laptops	Some Depar tments have LCD Projec tors & OHP
Added	04							
Total	63	02	01					

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. Library automation is complete.
4. 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.
5. Nine of the faculty members are trained on e-valuation process.
6. Most of the departments are supplied with Laptops which makes the faculty members able to adopt ICT in teaching learning process.
7. Two of the ministerial staffs have attended the HRMS Training.
8. There is the provision of Students Academic Management System (SAMS) Room and Two IT Labs to facilitate technological service for the Institution.
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   41000

  ii) Campus Infrastructure and facilities   Nil

  iii) Equipments   Nil

  iv) Others   34000

        Total :   75000

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> 1. Career counselling programmes are held.
> 2. 65 no. of Spoken English classes are held for soft skill development of the students under Equal Opportunity Centre.
> 3. Student Support wings like NCC, NSS, YRC, Eco Club are vibrant in the institution under the guidance and monitoring of IQAC.
> 4. Library automation process is completed for ease of library use.
> 5. The Institution is made secured under CCTV surveillance
> 6. Self Defence Training Programme for Girls Students is regularly organised in the Institution.

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
677	16		

(b) No. of students outside the state

01

(c) No. of international students

NIL

Men

No	%
NIL	

Women

No	%
0	0

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
470	68	90			628	481	79	77	39	01	677

Demand ratio   162%   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. 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

> All Students

5.5 No. of students qualified in these examinations   **-NA-**

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

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

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

> All Students

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
NIL	NIL	NIL	21

5.8 Details of gender sensitization programmes

> 1. An anti sexual harassment cell is functioning in the institution.
>
> 2. A lecture on "Breast Feeding is the Best Feeding" was organised.
>
> 3. World Girl Child Day Was Organised.
>
> 4. World Women's Day is Celebrated.

5.9 Students Activities

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

    State/ University level **06** National level **03** International level [ ]

    No. of students participated in cultural events

    State/ University level [ ] National level **02** International level [ ]

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

Sports: State/ University level **02** National level [ ] International level [ ]

Cultural: State/ University level [ ] National level **01** International level [ ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	06 (SSG)	3,000/-
Financial support from government	184 (PMS)	8,72,659
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level **NIL** National level **NIL** International level **NIL**

Exhibition: State/ University level **NIL** National level **NIL** International level **NIL**

5.12   No. of social initiatives undertaken by the students **6**

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 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. 12 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. A Language Lab. is functioning for techno supported teaching learning process.
6. Seminars are organised on weekly basis to provide a research base to the learning process.
7. 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.
8. 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 of conducting examinations in the affiliating University and some (Auto) Colleges 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. A UGC sponsored National level Seminar was jointly organised by the department of Economics, Geography and Home Science.
3. A NAAC sponsored National Level Workshop on Inclusive Pedagogy for Quality Teaching in Higher Education was organised during the session.
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 has completed its construction. The Institution has INFLIBNET facility. The Campus is partially facilitated with Wi-Fi provision. The institution is under CCTV Surveillance.

6.3.6   Human Resource Management

Common Minimum Standard (CMS) is followed for effective 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.

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 sheet" 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 Principal
Administrative	YES	A.G. Office Govt. of Odisha	YES	IQAC Principal

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

6.12 Activities and support from the Parent – Teacher Association

The parents were 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 Collectoriate 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.

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

> 1. A Drama Based on Environmental Awareness was performed by a team of Girls Guide of the Institution for environmental awareness.
> 2. Regular plantation programme is done on different occasions.
> 3. Regular maintenance of the flower garden & the botanical garden.
> 4. Functioning of waste water management system.
> 5. Regular campus cleaning programme.
> 6. Use of Dustbins.
> 7. Involvement of Eco Club in different programmes to make the campus eco friendly.
> 8. Initiative is taken to keep the campus polythene free.
> 9. Pamphlets on No-Polythene, No-Crackers, Don't Waste Electricity are displayed in the college campus.
> 10. 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. An equal opportunity centre is functioning in the college for skill development among the students.
> 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. Letters were sent to the 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 massage "Say No to Crackers", "Don't Waste Water", "Keep your Campus Clean" are posted at different place of student's attention.
> 7. Initiative was taken to keep the campus polythene free.
> 8. A Drama Based on Environmental Awareness was staged by a team of Girls Guide of the Institution.

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
- Installation of INFLIBNET
- Wi-Fi campus

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

Challenges

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

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.
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. 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. Semester System in the place of session end examination and Grading in place of marking system is scheduled to be a part of Choice Based Credit System during the next year.
3. Teacher made learning materials shall be supplied to students to facilitate learning.

Criterion – III: Research, Consultancy and Extension.
1. A national seminar shall be organised jointly by the department of Anthropology, Education & Psychology
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. 5. Steps shall be taken for Industry institution collaboration.

Criterion – IV: Infrastructure and learning Resources
1. A community hall, extension block, 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. 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. 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 __JITEN KUMAR MISHRA__   Name __ARCHANA NAIK__

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

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GOVERNMENT OF ODISHA
Department of Higher Education

Common Minimum Standard (CMS) Guidelines, 2015-16

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

1. **Common Academic Calendar: 2015-16**

SI #	Subject	Time Line
i.	Reopening of College after Summer Vacation of 2014-15	19.06.2015
ii	Admission + 2, 1st Year + 3, 1st Year	 08.06.2015 to 30.07.2015 22.06.2015 to 06.08.2015
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	 19.06.2015 - do - - do - - do - 30.07.2015 07.08.2015 To be notified by respective Colleges/Dept.
iv	Parents-Teachers Meet +2, 1st Year +2, 2nd Year +3, 1st Year +3, 2nd Year +3, 3rd Year	 07.09.2015, 29.02.2016 Within 07 days of the publication of Result of Test Examination 12.09.2015 21.09.2015 28.09.2015 (At U.G. Level, parents-teachers meet can be arranged at Hons Level/Stream Level. It is to be decided by the College Authorities)
v	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.
vi	Puja Vacation	19.10.2015 to 27.10.2015
vii	Test / Semester End Examination + 2, 2nd Year +3, 1st year +3, 2nd Year +3, 3rd Year P.G.1st year P.G. 2nd Year	 1st Week of December, 2015 - do - - do - - do — - do — - do -
viii	X- Mass Holiday	25th December 2015
ix	Annual Sports / Cultural Week to conduct all competitions & functions	05.01.2016 to 20.01.2016
x	Filling up of forms for CHSE(O) / University Exam	As notified by CHSE(O) / Concern University / Autonomous Colleges
xi	Commencement of CHSE(O) / University Exam	As notified by CHSE(O) / Concern University / Autonomous Colleges
xii	Annual College Examination for +2 1st year classes	3rd week of April, 2016 onwards
xiii	Publication of Result AHS Exam – 2016 +3 1st/+3 2nd / +3 3rd Degree University Exam PG 1st Year/PG 2nd Year	 Before 10th June -2016 Within 45 to 60 days from the date of last Theory Examination
xiv	Total No. of Holidays	72 days, excluding Sundays
xv	Total No. of Reserve Holidays	Maximum 2 days
xvi	Total No. of Teaching Days	Minimum 180 days
xvii	Summer Vacation	9th May to 17th June 2016

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

PLAN OF ACTION & ACHIEVEMENT PLAN OF ACTION

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. 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.

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. A UGC Sponsored National Level Seminar was organised on Gender Disparity & Development in India.

2. A NAAC Sponsored National Level Workshop on Inclusive Pedagogy for Quality Teaching in Higher Education was organised during the session.

3. 63 no. of seminars are organised by different departments.

4. 20 faculty members have attended state and national level seminars and 16 of them have their own papers presented 32 papers in different seminars & conferences.

5. 11 nos. publications in National & International Journals are there to the credit of faculty Members.

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

7. Library is fully automated and INFLIBNET is installed for facilitating research activities.

IV. Infrastructure and Learning Process

1. College Library contains 36796 no. of books & 12400 reference books out of which 55 books are purchased in the current session to satisfy the learners' quest for knowledge.

2. INFLIBNET is installed in the Institution.

3. The institution is equipped with internet facility and a good number of computers, LCD Projectors. A new ladies Hostel has completed its construction work during the session to accommodated 90 students.

4. Some of the departments have expanded their Departmental library/ Seminar library with new books.

5. Automation of Library is completed.

6. 4 nos. of CCTV cameras are installed in the college.

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.

V. Student Support and Progression

1. More than ten Extra Mural classes are organised during the session for value addition to education of the students.
2. Spoken English classes are arranged for development of communicative skill of the students.

3. A Literary week, a Cultural week and an Athletic week are organised for the holistic development of students' personality.

4. Students are member of NCC, NSS, YRC, Girls Guide, Eco. Club and the like to nurture their inner self.

5. A Model career corner is functioning and career counselling programmes are carried on regular basis.

6. 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.

7. A Language Lab., Automated Library and INFLIBNET facility for providing better academic and research environment to the students.

8. A Self defence wing for the girls students is active in the college & as the District Nodal Centre for the same, the Institution has received state award to its credit.

VI. Organisation and Management

1. Common Minimum Standard suggested by Dept. of Higher Education, Odisha is followed to its maximum possible extent.
2. Security management of the college is made through CCTV surveillance and Wi-Fi provision is added to the organisational strength.

3. The college calendar for 2015-16 is published and distributed.

4. The IQAC cell of the college regularly meets for the organisational and quality management purpose.

VII. Healthy Practices

Community awareness and community development programs like

Workshop on Preparation of LOI & SSR to aware the periphery colleges on the same, Indane Safety Clinic, A Health awareness camp An awareness programme on human rights, A drama on Environmental awareness, A Film Show on Active Citizenship. Were organised in the institution for community awareness and community development.

Lesson Plan, Progress Register and Attendance register of all departments are maintained and verified by the authority regularly.

The Campus is made eco friendly through regular cleaning programme no-polythene drive, plantation program and waste water management system.

Thought of the day is regularly quoted and written in the specified board.

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Feedback from the Stake Holders

1. Alumni:

a. A meeting of Alumni was held in the institution and 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 2015-16 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.

c. It was decided to increase the Boarding capacity of the Hostels.

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.

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