

2016-17

AQAR



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

THE ANNUAL QUALITY ASSURANCE REPORT

(AQAR) of the IQAC
Year of Report – 2016-17



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

**Submitted to: NAAC, Bangaluru
2017**

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)

2016-17

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.

9861569401

Name of the Head of the Institution:

Smt. Smiti Sudha Tripathy

Tel. No. with STD Code:

0663 2412288

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

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)

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 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
- vi. AQAR 2014-15 (vi) 18.11.2015
- vii. AQAR 2015-16 (vii) 05.10.2016

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="02"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="12 (2 common)"/>
2.10 No. of IQAC meetings held	03

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

2.12 Has IQAC received any funding from UGC during the year? Yes No
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. The college campus is made Wi-Fi.
2. Library is automated.
3. Weekly Seminars are organised by different departments with the monitoring of IQAC.
4. A proposal is sent to UGC for a national level Seminar to be jointly organised by in the Dept. of Anthropology, Education, Psychology.

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. D.H.E., Govt. Of Odisha is requested to open +3 Commerce stream.
2. Efforts are made to involve the students in Industry academic collaboration. Classes are being organised for the development of communicative skills for the students.

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02 (UG, PG, ARTS & SCIENCE)
Trimester	
Annual	02 (UG Arts Science Traditional)

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.

CBCS Syllabus is followed/ Some of the members of teaching staff were engaged in syllabus revision as the members of Board of Studies in the University

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	26	04	17	NIL	05 (Ad-hoc)

2.2 No. of permanent faculty with Ph.D.

08 + 03 Ad-hoc = 11

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
09 (5+4)		17						26	

2.4 No. of Guest and Visiting faculty and Temporary faculty

08

NIL

NIL

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	05	14	
Presented papers	04 papers by 04 member	09 papers by 04 members	
Resource Persons		02	

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

1. CAI (Computer Assisted Instruction) is adopted by most of the teachers in form of Power Point presentations, use of LCD Projector and use of Internet.
2. 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 teaching.
8. Under CBCS system of curriculum all theory subjects are attached to tutorial classes.

2.7 Total No. of actual teaching days 227
during this academic year

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

1. Semester system of evaluation is adopted.
2. Regular Surprise Tests & Monthly Tests are conducted to adopt Continuous Comprehensive Evaluation (CCE) process.
3. 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.
4. Peer evaluation method is adopted by some of the departments in class room tests.
5. Project works term papers practicals book review and field survey are made part of the evaluation system.

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
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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	Division				
		Distinction %	I %	II %	III %	Pass %
Arts UG	140	25=17.86%	26	47	39	80.00%
Science UG	61	27=44.26%	32	03	05	65.57%
PG	16	-	10	06	-	100%

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. The second room of the college inaugurated and use for smart teaching,

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
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. A Proposal has been sent to UGC to conduct a national seminar

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	04	03	13
e-Journals			
Conference proceedings	09	04	

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 <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					42 Dept. Seminar
Sponsoring agencies					

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

3.13 No. of collaborations 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

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 20 State level 18
National level 16 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	14	State level	12
National level	08	International level	

3.25 No. of Extension activities organized

University forum		College forum	05		
NCC		NSS	02	Any other	05

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 and award as one of the best Nodal College.
- A Health awareness camp was organised in the college on HIV & AIDS under the banner of RED CROSS
- An awareness programme on human rights was organised on HR day.
- Students' were attended a meeting to develop trades of citizenship on voter's day.
- A Film Show on Active Citizenship was screened to enlighten the adolescents about their responsibilities as a Citizn.
- Anti corruption pledge was taken by all the members of teaching and non-teaching staff as well as by the students.

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.	06 CR		22 CR
Laboratories	Sc.-04/ Arts-05 SAMS-01/	04 Sc. Lab.		08

	IT-02 Language Lab.- 01			
Seminar Halls	02	Nil		02
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)		50	RUSA – 20L State grant – 30L	
Others	A new Ladies Hostel A New Block Books + Lib. Equipments		RUSA	
		30L		

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	36796		4138	18,99,682	40934	
Reference Books	12750				12750	
e-Books						
Journals	10		02		12	
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	Departments	Others
Existing	63	02	01			Compu terized	10 Depart ments have their own Laptops	Some Depart ments have LCD Projec tors & OHP
Added								
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-evaluation 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 got 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. Student Support wings like NCC, NSS, YRC, Eco Club are vibrant in the institution under the guidance and monitoring of IQAC.
3. Library automation process is completed for ease of library use.
4. The Institution is made secured under CCTV surveillance
5. Self Defence Training Programme for Girls Students is regularly organised in the Institution.
6. Extramural classes are frequently organised.

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	%	Women	No	%
	NIL			0	0

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

<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	12

5.8 Details of gender sensitization programmes

1. An anti sexual harassment cell is functioning in the institution.
2. An awareness programme on HIV/ AIDS among girl students was organised.
3. The World Girl Child Day Was Organised.
4. International Women's Day was Celebrated.
5. International HR day was celebrated emphasising rights of women under UHDR
6. Self Defence training Programme for girl students are organised.
7. The college act as the Nodal college of Self Defence Training programme for girls.

5.9 Students Activities

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

State/ University level

18

National level

08

International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

Data not Available Because of Account Transfer to the beneficiary students.

	Number of students	Amount
Financial support from institution		
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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. 10 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.

3. CBCS syllabus is adopted. Students are given freedom of choosing inter disciplinary subjects under elective courses and Skill Enhancement course.

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. Medhabruti BKFMS Bruti National Scholarship for Muslim Minority & Bidi Workers

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? - NA -

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 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.

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

1. 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 programmes are organised by NSS, Girls Gide and Eco Club.
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. Value added education through extra mural classes.
3. Continuous comprehensive evaluation (CCE).
4. 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 is sent to UGC to be organised by Dept. Of Anthropology, Education & Psychology
2. The Basket Ball Court installation process is completed.
2. Letters were sent to the Govt. to open +3 Commerce, Honours in Education & Hindi.
3. Campus is made partially Wi-Fi.
4. Installation of INFLIBNET is done.
5. 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. Self defence training for all girls students are organised in the institution.
2. 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.

****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 was taken to keep the campus polythene free.

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, unpoliticized 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 cocurricular activities
- Participatory management in the true democratic spirit
- Consistent academic result, securing top ranks in the university
- Installation of INFLIBNET
- WiFi 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 selffinancing 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 conducted in the college. Self Defence Programme for Girls Students are conducted in the Institution.

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. The newly constructed block shall be equipped for functioning as the Science Lab. & Classes thereof.
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. Gender Sensitization programmes shall be undertaken by Red-Cross & Girls Guide.
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.

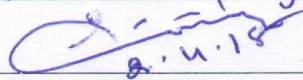
Criterion – VII: Best Practices

1. Community awareness and development programmes will be under taken.
2. Steps shall be taken to make the campus eco-friendly.
3. Gender Sensitization programmes shall be undertaken by Red-Cross & Girls Guide

Name Dr. J. K. Mishra


Signature of the Coordinator, IQAC

Name Smt. S. S. Tripathy


Signature of the Chairperson, IQAC

Government of Odisha
Department of Higher Education

Common Minimum Standard (CMS) Guidelines, 2016-17

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

I. Common Academic Calendar : 2016-17

SI #	Subject	Time Line
i.	Reopening of College after Summer Vacation of 2015-16	20.06.2016
ii	Admission + 2, 1 st Year + 3, 1 st Year P.G 1 st Year	16.06.2016 -09.07.2016 15.07.2016-06.08.2016 Within one month from the date of publication of F.D result of concern Univ./Auto.college
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	20.06.2016 - do - - do - - do - 14.07.2016 08.08.2016 To be notified by respective Colleges
iv	Parent-Teachers Meet +2 1 st year +2 2 nd year +3 1 st year +3 2 nd Year +3 3 rd Year	07.09.2016,28.02.2017 3 rd week of Nov-2016 14.09.2016 21.09.2016 28.09.2016
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	07.10.2016 to 15.10.2016
vii	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	2 nd week of November- 2016 1 st week of December-2016 - do - - do - - do - - do -
viii	X- Mass Holiday	25 th December 2016
ix	Annual Sports / Cultural Week to conduct all competitions & functions	04.01.2017 to 18.01.2017
x	Filling up of forms for CHSE(O) / University Exam	+2(Reg)-16.11.2016-03.12.2016 +3/PG-As notified by CHSE(O) / Concern University / Autonomous Colleges
xi	Commencement of CHSE(O) / University Exam-2017	+2-1 st week of march-2017 +3 3 rd year-3 rd week of Feb-2017
		+32 nd year-3 rd week of march-2017 +3 3 rd year-2 nd week of April-2017 PG 1 st year/2 nd year-
xii	Annual College Examination for +2 1 st year classes	3 rd week of April, 2017
xiii	Publication of Result AHS Exam – 2017 +3 1 st /+3 2 nd / +3 3 rd Degree University Exam PG 1 st Year/PG 2 nd Year	Before 10 th June -2017 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	9 th May to 17 th June 2017

(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. 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.

ACHIEVEMENT

I. Curricular Activities

1. All the departments have submitted their profile prepared as per NAAC guide lines.
2. Choice Based Credit System has been adopted by the institution.

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. Regular Tutorial classes are organised by different departments as required by CBCS system.
5. 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.
6. 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.
7. Semester system of evaluation is adopted.

III. Research consultancy and Extensions

1. 42 no. of seminars are organised by different departments.
2. Most of the faculty members have attended state and national level & international level seminars & 08 of them have presented 13 nos. of papers.
3. 20 nos. publications in National & International Journals are there to the credit of faculty Members alongwith 13 nos. publication in conference proceedings.
5. 8 chapters in Journals (ISSN & ISBN) are published by different faculty members.
6. Regular seminar classes are organised in different departments on weekly basis.

IV. Infrastructure and Learning Process

1. 4138 Nos of books are newly purchase during the present session and 02 new journals are subscribed by the Library in the current session.
2. 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 in the current session.
7. Physical Infrastructure of the college is enhanced with construction of one ladies hostel, 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. Extra Mural classes are organised during the session for value addition to education 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 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 2016-17 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

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.

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 2016-17 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.
- d. It was suggested by the parents to conduct Gender Sensitization Programme.

3. Students:

- a. Tutorial classes are regularly held by the teachers who looks after the academic and other related aspects of the students which is found to be benifical.
- 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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