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

**AQAR for the Year 2014-15**

**Part-A**

1. **Details of the Institution**

1.1 Name of the institutions

KAMALA NEHRU WOMEN’S COLLEGE

UNIT-1

1.2 Address Line 1

STATE BANK, MAIN BRANCH ROAD

Address Line 2

BHUBANESWAR

City/Town

ODISHA

State

751009

Pin Code

knwcbbsr@gmail.com

Institution e-mail address

Contact Nos.

0674-2530545

Mrs. Arati Kar

Name of the Head of the Institution

0674-2530545

Tel. No. with STD Code

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

ORCOGNI2707

www.knwcbbsr.com

1.4 Website address

Web-link of the AQAR

1.5 Accreditation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
| 1 | 1st Cycle | B |  | 2006 | 2006-2011 |
| 2 | 2nd Cycle |  |  |  |  |
| 3 | 3rd Cycle |  |  |  |  |
| 4 | 4th Cycle |  |  |  |  |

10.05.2013

* 1. Date of Establishment of IQAC :

2014-15

* 1. **AQAR for the year**

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)*

1. AQAR (DD/MM/YYYY)
2. AQAR (DD/MM/YYYY)
3. AQAR (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

****

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

****

Type of Institution Co-education Men Women

Urban Rural Tribal

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

****

****

****

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

1.10 Type of Faculty/ Programme

Arts Science Commerce Law PEI (Phys Edu)

****

****

****

TEI (Edu) Engineering Health Science Management

Others (Specify)

UTKAL UNIVERSITY, VANI VIHAR

1.11 Name of the Affiliating University (*for the Colleges*)

Name of the IQAC Co-ordinator

DR. JYOTSNA MOHANTY

Mobile

knwcbbsr@gmail.com

9437134108

IQAC e-mail address

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

NA

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

NA

NA

DST Star Scheme UGC-CE

NA

NA

UGC-Special Assistant Programme DST-FIST

NA

NA

UGC-Innovative PG programmes Any other(specify)

NA

NA

UGC-COP Programme

NA

1. **IQAC Composition And Activities**

05

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

02

2.3 No. of Students

02

2.4 No. of Management representatives

-

2.5 No. of Alumni

-

2.6 No. of any other stakeholder and Community representatives

-

2.7 No. of Employers/Industrialists

-

2.8 No. of the External Experts

02

2.9 Total No. of members

11

2.10 No. of IQAC meeting held

04

02

No

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

Rs. 300000/- on dated 12.04.2014 to 09/2017

No

****

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

i. No. of Seminars/Conference/Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution level

-

-

-

-

-

1. Themes

NA

2.14 Significant Activities and contributions made by IQAC

1. Orientation of Stakeholders regarding reaccreditation process.
2. Assisted and supported the major activities held during the year.

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** |
| * Plan of Action is prepared on the basis of Common Minimum Standard (CMS) guideline (2014-15) submitted by Dept. of Higher Education, Govt. of Odisha. * To organize more number of seminars and Extra-mural Lecture. * To enhance the rapport between the parents, students and institution. * To encourage students to develop Literary skills by organizing various competitions. * To provide career guidance to the students and thereby make them eligible to get proper placement. * To make efforts towards infrastructure development of the college to cater to the needs of students. * To move to the govt. for three phase connection of electricity in existing premises. * To submit Letter of Intention(LOI) on line to NAAC, for 2nd Cycle Reaccreditation. | * Admission is done strictly on the basis of Govt. schedule through e-admission. * Commencement of Classes as per Govt. guideline. * Lesson-Plan-cum register are prepared by individual teacher as per syllabus/units allotted to them and progress verified by Heads of the dept. and Counter signed by the Principal. * Respective Hons. Teaching departments have organized seminars and students presented their seminar papers. * Extra-mural Lectures are organized by inviting renowned Prof./ Academicians /Industrialists. * Regular parents teachers meeting, are organized and suggestions are given by the parents to enhance teaching Learning Process. * College has been organizing Annual Cultural week. Students have participated in various literary competitions and medals are distributed in Annual Function. * Placement and Career Counselling Cell of the college has invited a number of organizations for campus drive recruitment. * Proposal was duly submitted to MHRD on Perspective Plan for Institutional Development under RUSA. * A proposal of Rs. 3 Crore 46 lakhs was also submitted to UGC (General Development Assistance) under UGC XII Plan. * The college has successfully installed three phase connection which cater to the needs of continuous supply of electricity. |

*.*

****

2.15 Whether the AQAR was placed in statutory body Yes No

Planning Board

Management Syndicate Any other body

Provide the details of the action taken

All the members of HOD / IQAC approved the AQAR of 2014-15 and the Plan of Action for 2015-16.

**Part- B**

**Criterion - I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level of the Programme | Number of existing Programme | Number of Programmes added during the year | Number of self-financing programmes | Number of value added/career Oriented programmes |
| PhD |  |  |  |  |
| PG |  |  |  |  |
| UG | 03 |  |  |  |
| PG Diploma |  |  |  |  |
| Advanced Diploma |  |  |  |  |
| Diploma |  |  |  |  |
| Certificate |  |  |  |  |
| Others |  |  |  |  |
| **Total** | 03 |  |  |  |
| Interdisciplinary |  |  |  |  |
| Innovative |  |  |  |  |

* 1. i. Flexibility of the curriculum : CBCS/Core/Elective option/Open options

1. Pattern of programmes:

|  |  |
| --- | --- |
| Pattern | Number of programmes |
| Semester |  |
| Trimester |  |
| Annual | 03 |

1.3 Feedback from stakeholders\* (on all aspects) Alumni Parents Employers Student

****

****

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

****

\****An analysis of the feedback in the Annexure - I***

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

Syllabi are updated by the Board of Studies of each department.

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

No new course has been introduced.

**Criterion - II**

**2. Teaching, Learning and Evaluation**

2.1 Total no of permanent faculty

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Lecturer | SR. Lecturer | Reader | Others |
| 52 | 33 | 02 | 17 | 00 |

17

2.2 No. of permanent faculty with PhD

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

10

-

-

2.5 Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| No. of faculty | International level | National level | State level |
| Attended | - | - | - |
| Presented papers | - | - | - |
| Resource persons | - | - | - |

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

* **Students feedback are collected and analysis is in process. Accordingly steps will be taken to strengthen further teaching – learning process.**
* **Parents – teachers meetings are organized views and suggestions of the parents are devised to strengthen further Teaching – Learning Process.**
* **Field study / study tours are organized by the honours departments (curriculum based) to tribal villages / Research institutes, industries for expanding their exposure and knowledge.**

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

181

2.8 Examination/Evaluation Reforms initiated by the institution

All the examination/evaluation is mainly conducted by the University. The evaluation process is carried out through Central evaluation. So Examination / Evaluation reform is mainly implemented by university.

|  |  |  |
| --- | --- | --- |
| 05 | - | - |

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

85%

2.10 Average percentage of attendance of students

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 | 233 | 20 | 49(26.92) | 77(42.30) | 56(30.76) | 78% |
| Science | 58 | 22 | 49(87.5) | 7(12.5) | - | 96.55% |
| Commerce(Pass) | 53 | 03 | - | - | - | 79% |

Details of result in Annexure.

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

* IQAC prepares the Action Plan to improve Teaching-Learning Process as per CMS guideline. IQAC also boosts the research activity of faculty by encouraging them to participate in National / International conferences and present papers. Periodical review of teaching process, student responses to co-curricular and extra-curricular activities ensures overall quality enhancement of Teaching, Learning Process.

2.13 Initiatives undertaken towards faculty development

|  |  |
| --- | --- |
| Faculty/Staff Development Programmes | Number of faculty benefitted |
| Refresher cources | 03 |
| UGC-Faculty Improvement Programme | - |
| HRD Programmes | - |
| Orientation Programmes | - |
| Faculty exchange programme | - |
| Staff training conducting by the university | - |
| Staff taining conducted by other institutions | - |
| Summer/Winter schools, Workshops,etc. | - |
| Others |  |

2.14 Details of Administrative and Technical staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Number of permanent employees | Number of vacant positions | Number of permanent positions filled during the year | Number of positions filled temporarily |
| Administrative staff | 26 | - | - | 03 |
| Technical staff | 09 | - | - | - |

**Criterion - III**

**3. Research, Consultancy and Extension**

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

The Research sub-committee of the college facilitates and monitors research activities of the college. The IQAC motivates the faculty members to undertake projects by submitting proposals to various agencies for funding.

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 | 04 | 03 | - | 05 |
| Outlay in Rs. Lakhs | 340500 | 730000 | - | - |

3.4 Details on research publications

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

3.5 Details on impact factor of publications

Range Average hi-index Nos. in SCOPUS

-

-

-

-

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the Project | Duration year | Name of the funding agency | Total grant sanctioned | Received |
| Major projects | - | - | - | - |
| Minor projects | 2014-16 | UGC | 7,30,000/- | 4,52,500/- |
| Interdisciplinary projects | - | - | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/College | - | - | - | - |
| Students research project | - | - | - | - |
| Any other(specify) | - | - | - | - |
| Total | - | - | - | - |

-

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

-

Without ISBN No.

-

3.8 No. of University Departments receiving funds form

-

-

-

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

-

-

Nil

3.9 For colleges Autonomy CPE DBT Star Scheme

-

INSPIRE CE Any Other (specify)

-

-

3.10 Revenue generated through consultancy

NIL

3.11 No. of conferences organized by the Institution

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Level | International | National | State | University | College |
| Number | - | - | - | - | Nil |
| 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:

-

-

From funding agency For management of University/College

Total

-

3.16 No. of patents received this year

|  |  |  |
| --- | --- | --- |
| Type of patent |  | Number |
| National | Applied | - |
| Granted | - |
| International | Applied | - |
| Granted | - |
| Commercialised | Applied | - |
| Granted |  |

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

02

And students registered under them

05

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

02

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

--

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--

--

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

--

--

University level State level National level International level

--

--

3.22 No. of students Participated in NCC events:

--

--

University level State level

--

--

National level International level

3.23 No. of Awards won in NSS:

University level State level

--

--

--

--

National level International level

3.24 No. of Awards won in NCC:

--

--

University level State level

--

--

National level International level

3.25 No. of Extension activities organized

02

--

University forum College forum

02

02

--

NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Industrial Social Responsibility. YRC/NSS wing organized following activities-

* SWACHHA BHARAT ABHIYAN
* AWARENESS PROGRAMME ON REPRODUCTIVE HEALTH.
* AWARENESS PROGRAMME ON BREAST CANCER.
* ENVIRONMENTAL AWARENESS PROGRAMME

**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 | 4036sqft. | - | - | 4036 sqft. |
| Class rooms | 08 |  |  | 08 |
| Laboratories | 08 | - | - | 08 |
| Seminar Halls | - | - | - | - |
| No. of important equipments purchased(≥1-0 lakh) during the current year | - | 01 | UGC | 01 |
| Value of the equipment purchased during the year  (Rs. In lakhs) | - | 120000 | Management |  |
| Others | - | - | - |  |

4.2 Computerization of administration and library

Computerization of administration and library is in process. Income Tax calculation of employees are computerized.

4.3 Library services

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Existing | | Newly added | | Total | |
| No. | Value | No. | Value | No. | Value |
| Text Books | 11580 | 2524721 | 400 | 100000 | 11980 | 2624721 |
| Reference Books | 7365 | 148652 | 222 | 82723 | 7587 | 231375 |
| e-Books | - | - | - | - | - | - |
| Journals | 20 | - | - | - | 20 |  |
| e-Journals | - | - | - | - | - | - |
| Digital Database | - | - | - | - | - | - |
| CD & Video | 30 | - | - | - | 30 | - |
| Others(specify) | - | - | - | - | - | - |

4.4 Technology up gradation(overall)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
| Existing | 23 | 02 | 08 | 04 | 01 | - | 04 | - |
| Added | 01 | - | - | - | 01 | 03 | - | - |
| Total | 24 | 02 | 08 | 04 | 02 | 03 | 04 | - |

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

|  |
| --- |
| A training Programme has been taken up for Teaching / Non-teaching staff to make them computer savy. Internet access is available to office, Accounts and Examination Section. Admission process are taking place through SAMS monitored by OCAC (Orissa Computer Application Centre). |

4.6 Amount spent on maintenance in lakhs:

60000/-

1. ICT
2. Campus Infrastructure and facilities
3. Equipments

120000/-

1. Others

-

**180000/-**

**TOTAL :**

**Criterion - V**

**5.Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC keeps track on academic activities of the department. It also arranges science exhibition. IQAC encourages students to join YRC, NSS, Self-defense training programme.

* 1. Efforts made by the institution for tracking the progression

IQAC monitors students progression through student profile registers.

5.3 (a) Total Number of students

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph.D. | Others |
| 1161 | Nil | Nil | Nil |

01

1. No. of students outside the state
2. No. of international students

-

|  |  |
| --- | --- |
| No | % |
| 1161 | 100% |

|  |  |
| --- | --- |
| Nil |  |
| NA |  |

Men Women

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Year 2013-14 | | | | | | This Year 2014-15 | | | | | |
| General | SC | ST | OBC | Physically Challenged/  Minority | Total | General | SC | ST | OBC | Physically Challenged/Minority | Total |
| 899 | 67 | 32 | 107 | 10 | 1105 | 973 | 53 | 40 | 95 | 68 | 1161 |

Demand ratio Dropout %

* 1. Details of student support mechanism for coaching for competitive examinations(if any)

The UGC funded coaching for Entry into services programe under the XIth Plan Assistance in operation by employing outsourced agencies for providing coaching to the students to prepare them for various competitive examination viz. Banking, SSC, Railways. In addition the placement Cell, the teachers also provide various inputs to the students regarding the preparation needed for the purpose.

5.5 No. of students qualified in these examinations

-

-

-

-

NET SET/SLET GATE CAT

-

-

-

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counseling and career guidance

* Career counseling and guidance by external agencies like. IMS (Learning and Resources(P) Ltd. IL and FS Englobe, Askesis Corporate Services New Delhi, ICICI Academy for skill development were extended to Arts, Science, and Commerce students. Students are counseled through Parent-Teacher Meeting.
* The faculty members in general also provide guidance to the students regarding career opportunities and job prospects in their subjects.

200

No. of students benefitted

5.7 Details of campus placement

|  |  |  |  |
| --- | --- | --- | --- |
| ***On campus*** | | | ***Off campus*** |
| No. of organizations visited | No. of students participated | No. of students placed | No. of students placed |
| 8 | 100 | - | - |

5.8 Details of gender sensitization programmes

The Equal opportunity Centre organized programme on gender equality to create gender sensitization. The support services wing also carried out gender sensitization programmes.

5.9 Students activities

5.9.1 No. of participated in sports, games, and other events

-

01

27

State/University level National level International level

No. of students participated in cultural events

-

-

02

State/University level National level International level

5.9.1 No. of medals/awards won by students in sports, games and other events

-

02

19

Sports: State/university National level International level

-

-

02

Cultural: State/university National level International level

5.10 Scholarships and financial support

|  |  |  |
| --- | --- | --- |
|  | Number of students | Amount |
| Financial support from institution | 02 | 5000 |
| Financial support from government | 115 | 450440 |
| Financial support from other sources | Nil | - |
| Number of students who received International/National recognitions | - | - |

5.11 Student organized/initiatives

Nil

Nil

Nil

Fairs: State/university level National level International level

Nil

Nil

Nil

Exhibition: State/university National level International level

5.12 No. of social initiatives undertaken by the students

-

5.13 Major grievances of students(if any) redressed:

* Engagement of Guest faculty.
* Renovation of Hons. Teaching dept.
* Renovation of Laboratory
* Aqua guard facility.

**Criterion - VI**

**6. Governance, Leadership and Management**

6.1 State the vision and mission of the institution

**VISION :** The vision of the institution is to achieve academic excellence in Higher Education, grow as a quality educational institution and provide need based course having socially relevance.

**MISSION :** The institution has a noble and ambitious mission to empower the human mind and spirit through women empowerment. The institution is committed to the cause of empowerment of women' through Higher Education in order to encourage them to assert for independence and women-hood and to utilize it for the socio-economic development both of self and the society. The institution continuously endeavours to provide access to quality higher education and to develop human resources which is key to the economic growth of the society. Keeping in view the socio-economic and cultural tradition of the state and revolution in the field of information technology the institution has an objective to develop the skills of the students to make them socially relevant and responsible.

6.2 Does the institution has a management information system- Yes

1. Student admission through Students Academic Management (SAM) system.
2. Administrative procedure including finance.
3. Students records.
4. Evaluation and Examination procedures.

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

6.3.1 Curriculum development

We are being an affiliated institution under the Utkal University we are not entitled to develop or modify the syllabus independently. However some of our faculty members are members of Board of studies. They contribute to develop or modify their syllabus in respective subjects.

6.3.2 Teaching and Learning

1. Power point presentation.
2. Lecture method.
3. Home assignments.
4. Field visit
5. Project work
6. Exhibition
7. Use of Charts, Poster
8. Question bank facility by the department.

6.3.3 Examination and Evaluation

1. As per the norms of Utkal University Examinations are conducted and evaluation is done.
2. Formative evaluations are made through Class Test and Test Examination.

6.3.4 Research and Development

* Encourage faculty members to pursue M.Phil and Ph.D. Programme.
* Facilitate the students to undertake research project as part of their curriculum.
* Facilitate the faculty who are approved guides to supervise their scholars for M.Phil/Ph.D. Programme.
* Teachers are deputed for Workshop and seminars.
* Facilitate the faculty to submit their research project.

6.3.5 Library, ICT and physical infrastructure/instrumentation

* Reprographic facility.
* Library is student user friendly.
* Complete Accession Numbering System.
* Computer having printer.
* Reading room.
* Daily news paper facility
* Fire Extinguishers.

6.3.6 Human Resource Management

* The administration of the college always prioritizes to undertake steps for enrichment of the available human resources.
* The faculty members are always encouraged to enhance their knowledge.
* Students are motivated to enrich themselves through Teaching Learning Process.

6.3.7 Faculty and staff recruitment

All recruitments (Management/Contractual) are done by the Governing Body through selection by relevant committees constituted by the college as per Govt. recruitment rule.

6.3.8 Industry Interaction/Collaboration

* Industrial visits are arranged for the students.
* Placement cell call different companies/organisations for the campus recruitment.

6.3.9 Admission of students

* Admission to the first year classes of Arts/Science/Commerce stream is carried out through e-admission process under the SAMS(Students Academic Management System) programmes as per guideline of the government of Odisha.
* The selection is based on last qualifying mark and, reservation as per the guideline of Govt.

6.4 Welfare schemes for

|  |  |
| --- | --- |
| Teaching | -- |
| Non teaching | Staff Welfare, EPF |
| Students | Scholarship like Senior Merit Scholarship, Post Metric Scholarship to SC/ST students Sanskrit Scholarship, Students aid to meritorious students/Student Safety Insurance. |

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 | District Level Co-ordinator (DLC) appointed by D.H.E.(O) | Yes | College Academic Council IQAC |
| Administrative | - | Principal & Bursars | Yes | College Development Council |

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?

NA

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

NA

A

6.11 Activities and support from the Alumni Association

* No formal Alumini Association is registered.
* Ex-students share their views whenever required.

6.12 Activities and support from the Parent- Teacher Association

* Meetings are conducted at regular intervals.
* Feedback / suggestion is taken from the parents.

6.13 Development programmes for support staff

The support staff are encouraged to attend training programmes as and when organized by the government, university and other agencies from time to time relating to administration, accounts, admission and examination.

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

* Tree plantation by NSS.
* Energy conservation.
* Swachha Bharat Abhiyan.
* Efforts for carbon neutrality.

**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.

* Some of honours depts.. carried out study tour programmes to different institutes.
* Organized Science Exhibition.

Research activities.

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

* Admission processes is done strictly on the basis of Govt. schedule through e-admission.
* Commencement of Classes as per Govt. guideline.
* Lesson-Plan-cum register prepared by individual teacher as per syllabus/units allotted to them and progress verified by Heads of the dept. and Counter signed by the Principal.
* Respective Hons. Teaching departments have been organizing seminar and students presented their seminar papers.
* Extra-mural Lectures are organized by inviting renowned Prof. / Academicians / Industrialists.
* Regular parents teachers meeting, are organized and suggestions are taken from the parents to enhance teaching Learning Process. The parents are also advised to create conducive atmosphere for the students at home.
* College has organized Annual Cultural week. Students have participated in various literary competitions and medals are distributed in Annual Function.
* Placement and Career Counseling Cell invited a number of organizations to the campus to guide students for placement.
* Proposal on a Perspective Plan for Institutional Development under RUSA was duly forwarded to MHRD.
* A proposal of Rs. 3 Crore 46 lakhs was also forwarded to UGC (General Development Assistance) under UGC XII Plan.
* Now the college has installed three phase lower connection which caters to the needs of continuous supply of electricity.
* LOI submitted to NAAC.

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

* Promotion of Research Culture.
* Self-defence Training to girls.

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

7.4 Contribution to environmental awareness/protection

* A number of seminars / workshop organized by the college to generate environmental awareness programme.
* Within the campus, best practices for conservation of electric power, water and other resources were followed so as to reduce consumption.

Self-defence Training to girls

****

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other information the institution wishes to add. ( for example SWOC analysis)

***Strength :-***

* Team spirit
* Dedicated, committed & qualified faculty.

***Weakness :-***

* Limited autonomy for designing curricula.
* No autonomy for launching new Professional / Self - Financing Courses.

***Opportunities :-***

* No of students admitted in different U.G. Courses is increasing. It indicates that our institution can be developed as an education hub.
* There is a vast potential for opening of P.G. courses. So that the institution can be developed as a Research Centre.

***Challenges :-***

* Resource mobilization to cater to the growing needs of the institution.
* Launching Professional courses in the institution.



**BEST PRACTICES – 1**

1. **Title of the practice :- Promotion of Research Culture.**

**2. Goal / Objective :-**

 To develop Research culture among the faculty of a UG College.

 Encourage faculty to undertake research projects and publish Books and research findings in notional / international journals.

 Encourage faculty to pursue M.Phil / Ph.D Programme.

 Facilitate the students to undertake research project (as part of curriculum) and also to associate with other research organization.

**3. The Context :-**

The college has talented faculty who are interested to pursue their academic Endeavour and research activities. The college has a constituted Research committee for planning scrutinizing the Research project proposal.

**4. The Practice :-**

The institution encourages and extends all possible help to promote research activities.

 Timely submission of project proposal in appropriate funding agency(ies)

 Full autonomy is given to the Principal Investigator.

 Purchased Books and Research journals according to the needs of the faculty and students.

 By arranging seminars / Extra mural talk, students have ample opportunities to interact with eminent researchers.

**5. Evidence of Success :-**

 Funds already received from UGC for pursuing 8 nos. of Minor Research projects another 8 nos. of Minor Research project proposal submitted to U.G.C for funding.

 Dr Usman Khan, Reader in Hindi and Dr Saswati Soumya Sahoo Lect in Oriya are approved Ph.D supervisors of Utkal University.

 23 nos. of faculty members have Ph.D as their highest qualification.

 5nos. of faculty members published their research output in national / International journals.

**6. Problem Encountered and Resources Requirement :-**

 Non availability of enough financial resources.

 Non availability of more research journals.

 Being a UG college, the students are not directly involved in research programme.

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**BEST PRACTICES – 2**

1. **Title of the practice :-**

Self Defense training for college Girl students (Under State Youth Policy – 2013).

1. **Objective :-**

 To instill Self confidence among the girl students.

 To make them able to defend against physical assault.

 To facilitate the girls students in self – defence mainly through Karate and Martial Art.

**3. The Context :-**

Self– defence training programme under state youth policy 2013 of Higher Education Department for Girl student plays a catalytic role in this context and hence it needs to be planned meticulously and executed with great sensitivity.

**4. The Practice :-**

 Our college instituted the programme during the session 2014-15. It started providing training to the students in various phases.

 Teachers in charge of the programme are in continuous touch with NODAL colleges to carryout Self – defence programme

 Master trainers are mostly from NSS / NCC back ground.

 Senior martial art instructors have been engaged as Master trainer.

 Training timing was in the morning hours prior to commencement of classes.

 Practice all the techniques very slowly & softy on soft mats.

 Care has been taken not to apply force or hit hard as these techniques are dangerous and can cause injury.

**5. Evidence of success :-**

a. In first phase 100 nos of students underwent the programme.

b. The impact of the above practice has helped the girl students to defend themselves from eve teasing and physical assault.

c. Increased number of participation in the programme reflect that the girl students are ready to fight against physical assault.

d. After training programme, 15 nos of students among the group selected for Raising Day parade organized by commissionerate of police.

**6. Problems Encountered and Resources Required :-**

 In adequate space to provide training .

 Since the programme started in the morning, students from distant places unable to attend the programme.

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