

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

## Part – A

### I. Details of the Institution

1.1 Name of the Institution	M.G.Degree College, Bhukta
1.2 Address Line 1	AT- Bhukta
Address Line 2	PO-Bhukta
City/Town	DIST-Bargarh
State	ODISHA
Pin Code	768045
Institution e-mail address	mgdc.bhukta@gmail.com
Contact Nos.	9937988205
Name of the Head of the Institution:	Mrs. Kalpana Mishra
Tel. No. with STD Code:	
Mobile:	9937988205
Name of the IQAC Co-ordinator:	Dr. Dayanidhi Sa

Mobile:

9178281452

IQAC e-mail address:

sa.dayanidhi2011@gmail.com

1.3 NAAC Track ID

ORCOGN27047 , October 30 2017

1.4 NAAC Executive Committee No. & Date:

EC(SC)/28/A&A/134.1

1.5 Website address:

www.mgdcbhukta.com

Web-link of the AQAR:

<http://www.mgdcbhukta.com/media/attachments/2018/11/03/aqar-2017-18.pdf>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.07	2017	October 29, 2022
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

29. 03. 2014

1.8 AQAR for the year

2017-2018

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

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)<sup>4</sup>
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (PhysEdu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Sambalpur University

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

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

Autonomy by State/Central Govt. / University

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="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="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="--"/>
2.8 No. of other External Experts	<input type="text"/>
2.9 Total No. of members	<input type="text" value="15"/>
2.10 No. of IQAC meetings held	04
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="23"/> Faculty <input type="text" value="10"/>
Non-Teaching Staff Students	<input type="text" value="07"/> Alumni <input type="text" value="02"/> Others <input type="text" value="04"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>

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

- 01. Use of ICT in teaching learning process.
- 02. Library, reading room & its benefits.

2.14 Significant Activities and contributions made by IQAC

- Overall infrastructure development of the college.
- Implementation of improved teaching- learning practices and provided proper facilities for it.
- Implementation of Community Linked Programmes.
- Organizing cells activities properly and pass on the benefits to all the stakeholders.
- Celebrated important events
- For extracurricular and co curricular activities, students are encourage and also provided with new and modern equipments.

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 as follows -

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>• To procure more and more external funds for overall infrastructure development from private, UGC, RUSA ETC.</li> <li>• To advise students for maximum utilization of library, computer lab.with internet.</li> <li>• To instruct faculties for utilizing LCD projector to conduct some classes with power point presentation.</li> <li>• To conduct Environment Awareness, health awareness and cleanliness Programmes through NSS in the nearby villages. (Extension Activity)</li> <li>• To establish different cells and committees for smooth functioning of the Institution.</li> <li>• To celebrate Independence day, Republic day, Gandhijayanti etc besides our College Annual sports day and annual function day.</li> </ul>	<ul style="list-style-type: none"> <li>• Applied to UGC,RUSA , MP&amp; MLA LAD funds for infrastructure development..</li> <li>• Library is enriched with verities of text, reference and other books along with different national and international journals, magazines and encyclopaedia.</li> <li>• Some faculties are conducting the classes with power point by utilizing LCD projector.</li> <li>• NSS unit of the College conducts different activities and programmes in the nearby villages.</li> <li>• Different cells and committees are formed and function properly. Conduct the meeting as and when it is required.</li> <li>• All the important days are celebrated with different activities.</li> </ul>

*\* Attach the Academic Calendar of the year as Annexure.*

2.16 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The AQAR 2017-18 was placed before the college governing body. It recommended that the same should be sent to the NAAC office. The governing body further directed the Principal to execute all the plan of action proposed by the IQAC and the Governing body will extend all possible support for proper execution and implementation.

## 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				
UG	01		01	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	01		01	
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester <input checked="" type="checkbox"/>	01
Trimester	
Annual	

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

(*On all aspects*) 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.

No

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
11	11	Nil	Nil	

2.2 No. of permanent faculty with Ph.D.

02

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

04

00

00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	Nil	Nil
Presented papers	Yes	Nil	Nil
Resource Persons	Nil	Nil	Nil

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

- 1) Remedial Classes for slow learners.
- 2) Mentor-Mentees process adopted.
- 3) Field Study.
- 4) Power Point Presentation on important topics.
- 5) Class Room Seminars for students with paper presentation as per given topic.
- 6) Syllabus based objective type unit Tests.
- 7) University like VST (Very Similar Test) conducted to make the students acquainted with University examination.

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

191

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

Sambalpur University looks after the Examination or Evaluation. It is not under the control of the College.

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

Nil Nil Nil

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 %
2017-18 (B.A)	189	1.58 %	0.5%	<b>18.51%</b>	76.71%	97.35%

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

- The IQAC conducts a meeting with faculty members in the beginning of the academic year to chalk out the strategy for enhancing quality in teaching learning process.
- 'Teaching Plan' is prepared by faculty members for timely completion of Syllabus.
- All the faculty members are advised to adopt modern teaching methods.
- Course progress Diaries of the faculties was checked every week to monitor the covering of syllabus according to the teaching plan.
- Examination Committee is constituted to conduct Internal Assessment Tests to monitor students' performance.
- Feed-back is taken from the students on teachers' performance and necessary advice was given to faculties for further improvement.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	

Faculty exchange programme	02
Staff training conducted by the university	
Staff training conducted by other institutions	02
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	03			
Technical Staff	01			

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Meetings are conducted to sensitize faculty and students on research and its effects on career development & advancement.
- Encouraging teaching staff to participate in State, National and International Seminars, Symposium and Workshops.
- Teaching Staff members are motivated to publish research articles.
- Faculties are encouraged to apply Major/Minor research projects and organize Seminars/workshops in state/national level on research and its benefits.
- The college 'Research committee inculcate research culture among the staff and students.
- The teachers are encouraged to undertake project work in department level, involving the students in the projects.

#### 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			
e-Journals			
Conference proceedings			

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					03
Sponsoring agencies					Self

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  From 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   
and students registered under them

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

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

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	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="03"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="01"/>	Any other	<input type="text" value="01"/>

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

- Blood donation camps were organized in the campus.
- Health awareness programmes organized in the nearby villages.
- Environmental awareness pollution awareness programme organized in college campus as well as out the campus also.
- Tree plantation.
- Cleanliness work conducted inside and outside the College campus.

## 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	22155 Sq.Mts	00	NA	22155 Sq.Mts
Class rooms	07	00	N.A.	07
Laboratories	01	00	N.A.	01
Seminar Halls	00	01	DHE,Odisha	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	22	00	NA	22
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

It is under the planning to computerized all the office work with Internet connection.

Library is fully automated with Internet connection.

Proposal has been sent to G.B. for sanction of funds to fulfill the requirement of more computers in Library.

	Existing		Newly added		Total	
	No.	Value in Rs.	No.	Value in Rs.	No.	Value in Rs.
Text Books	<b>4286</b>	<b>283525</b>	<b>344</b>	<b>86719</b>	<b>4630</b>	<b>370244</b>
Reference Books	<b>3465</b>	<b>1059929</b>	<b>29</b>	<b>13688</b>	<b>3494</b>	<b>1073617</b>
e-Books						
Journals	<b>47</b>	<b>17500</b>	<b>87</b>	<b>36000</b>	<b>134</b>	<b>53500</b>
e-Journals						
Digital Database						
Others (specify)	<b>138</b>	<b>9000</b>	<b>87</b>	<b>6000</b>	<b>225</b>	<b>15000</b>



#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	22	01	03	03	02	03		
Added	00	00	00	00	00	00		
Total	22	01	03	03	02	03		

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

Applied to University for permission to open BCA Course in our College.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	0.3 lakhs
ii) Campus Infrastructure and facilities	17.33 984 Lakhs
iii) Equipments	3.59980 Lakhs
iv) Others	1.91 174
<b>Total :</b>	<b>23.15138 Lakhs</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Student orientation programme is conducted for the new comer at the beginning of every academic year to give information about facilities available in the college. Students-support services such as Library, Sports Department, NSS, Scholarships facilities, and Grievances Redressal Cell's functions are explained in the orientation programme..
- Student members of the IQAC are encouraged to come out with their views and suggestions regarding the student support services of the College.
- Awareness programmes on Sexual Harassment Laws and on Ragging are also conducted by the respective cells.
- All the students are informed about the Scholarships provided to students in various schemes.
- All the students are informed about Students' feedbacks which are to be collected for necessary corrective measures.

#### 5.2 Efforts made by the institution for tracking the progression

- The institution and individual teachers always assess the progress of every student from the semester marks they secured and improvement in comparison to their previous semester marks.
- Advance learner and slow learner are differentiated by the help of individual subject teachers' experience in class room behaviour and performance of every individual student. Advance learners are exposed to current scenario in their respective subjects and slow learners are provided different supports to overcome the difficulty.
- Progressive students were given extra support like extra books to read.
- Individual talents such as sports, art and cultural activities are encouraged by conducting competitions.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
634			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%

Women

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
22	83	75	415	Nil	595	32	89	96	415	02	634

Demand ratio 03:01

Dropout 03%

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

- General Knowledge and Reasoning subject Competitive Examination books are made available for the students.
- Every year the career counselling cell assesses the performances of the students and as per their standard guide them to go for higher study and competitive examination for job.
- College provide computer lab. with internet facility for all the students.
- College library is well equipped with good no. of books and journals for all the students.

No. of students beneficiaries

247

#### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Others

#### 5.6 Details of student counselling and career guidance

- Organised counselling classes and career awareness programme.
- The institution conducts special meetings by inviting successful Entrepreneurs, Bank Manager and Employment Exchange personnel.
- The final year students are given career counselling by college Career Guidance and Counselling Cell.
- College career guidance and counselling cell has outsourced an organization to conduct personality development training programme for the students.

No. of students benefitted

67

### 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
			<b>25</b>

### 5.8 Details of gender sensitization programmes

- Sexual harassment cell organised an Awareness programme on Sexual Harassment Laws.
- College has informed all the staffs and students that there is no discrimination among the boys and girls as well as men and women inside the college campus.
- College has decided to conduct gender sensitization programme among all the staffs and students by inviting specialized person on this subject.

### 5.9 Students Activities

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

State/ University level  National level  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

	Number of students	Amount
Financial support from institution	02	10,000 /-
Financial support from government	153	6,75,360/-
Financial support from other sources	21	4,41,000/-
Number of students who received International/ National recognitions	nil	nil

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:

Following grievances of the students were redressed;

- Parking facilities have been improved and systematized
- Pure and cool drinking water facility available for the students
- Girls common room with attached toilet and boys common room constructed
- Reading room provided in the library.
- Canteen facility provided.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### **Vision**

- To improve the Socio- economic status of the Back word people of this rural area.
- To empower the women, so that they can actively participate in each and every activities of the society.
- To start job oriented course for improvement of the employability standard of the students.

##### **Mission**

- To provide globally relevant quality education to students irrespective of caste, creed and gender with all possible modernized equipment.
- Improve and enrich the employability standard of the girls' students of the college by providing them spoken English classes ,computer courses and Self Defence training.
- College has planned to provide personality development training program and B.C.A course for all the students to improve their employability standard .

#### 6.2 Does the Institution has a management Information System

The College has no management information system.

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

##### 6.3.1 Curriculum Development

- College cannot adopt any strategy or modification out of his own for curriculum development since our College is affiliated to Sambalpur University and the College has to abide by the norms of the AFFILIATING University , however academic committee of the College monitor and conduct periodical review on syllabus, and necessary modifications are suggested to the University through principal.
- Feedback from all the stakeholders obtained and after scrutiny by IQAC, the rational suggestions for necessary modifications in the curriculum are forwarded to the academic committee of the University for consideration.

### 6.3.2 Teaching and Learning

- Emphasize to use ICT and power point teaching by all the faculties .
- Advised to take up job-oriented and skill-developing courses
- Remedial Classes for weak students
- Encourage the habit of book reading in Library
- Faculty Development Programme encouraged
- Field Tours are conducted.
- Weekly departmental seminars are conducted and students present their papers in it.
- Mentor mentees process followed by the college to improve the standard of the students in every aspects.

### 6.3.3 Examination and Evaluation

- As the college is affiliated to the Sambalpur university, Examinations are conducted by the University in semester wise.
- Students are evaluated regularly from their internal examinations.
- Model examinations are conducted by the examination committee. College also conduct internal assessment to evaluate the improvement of the students.
- Continuous Assessment consists of attendance, seminars and other extra and co-curricular activities of students.

### 6.3.4 Research and Development

- To explore the research mentality among the faculties and students, Seminars and Conferences were organized. The faculties were also motivated to present articles.
- The College Research committee inculcate research culture among the teachers and students.
- The College Research committee also intimate and encourage all the faculties to acquire Ph.D. and apply for minor and major research projects.
- The faculties are encouraged to participate in different national and International seminar and present papers.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

**Library:** College library is enriched with text books, reference books, national and international journals, magazines, periodicals etc. Reading room facility, reprography facility, computer with free internet facility for students and staffs are provided by the College. Library is partly automated and very soon it will be fully automated.

**ICT:** Well-equipped computer lab. with internet facility available for staffs and students. All the teaching and non-teaching staffs are advised to acquire basic computer knowledge. Very soon College is going start BCA Course for students.

**Physical Infrastructure:** Following infrastructure developments are in the planning:

An auditorium, sports center with equipment, DTP center, cafeteria, adequate vehicle parking space for students and staffs are major aspects of our infrastructure.

A hundred bedded Girls' hostel is under construction.

### 6.3.6 Human Resource Management

Teaching faculties are motivated to attend various training programmes and workshops to keep up to-date with academic developments.

Teachers undertake additional charge of extra and co-curricular activities and they get an opportunity to develop leadership qualities.

Employee profiles are updated regularly. All the employees can avail various leaves.

Study leaves facility available for faculties to pursue research degree.

### 6.3.7 Faculty and Staff recruitment

Faculty and staff recruitment is under the purview of management and Department of Higher Education government of Odisha, however Principal has got the power to appoint guest or temporary faculty as and when it is required. At present there is no vacancy of faculty and any other staff.

### 6.3.8 Industry Interaction / Collaboration

Location of our College is in rural area in a backward district, where there is no such industry.

College is planning to have MoU with the neighboring colleges for collaboration to carry out programmes jointly.



### 6.3.9 Admission of Students

It is not under the purview of College. The student's admission is conducted by SAMS process (e-admission) for all the Colleges as per rule of Higher Education, Government of Odisha. As per the allocation of the students College will admit the students.

6.4 Welfare schemes for

Teaching	EPF, STUDY LEAVE
Non teaching	EPF
Students	Freeship, scholarship (Govt & non-govt.)

6.5 Total corpus fund generated

89,86,721/- .

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	DLC	Yes	Self
Administrative	Yes	DLC	Yes	Self

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?

The University instructed all the Colleges to conduct the examination in semester system instead of annual system.

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

N.A.

6.11 Activities and support from the Alumni Association

- The annual Alumni meet has been conducted and their suggestions are considered for the development of the institution.
- The Alumni association also cooperate for smooth management of annual sports and annual function.

6.12 Activities and support from the Parent – Teacher Association

- Suggestions are collected from the parents to improve the academic climate of the college.
- College comes to know reason of absenteeism of those students who are remain absent regularly without informing their parents .Students are counselled by the faculty to change their mentality and improve their regularity in class.
- Parents and local guardians are invited to the college to discuss the necessary action to be implemented for the progress of the student.

6.13 Development programmes for support staff

Training for punctuality, good manner and maintenance of College rules and regulations are given to support staffs.

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

- College campus is polythene and plastic free zone.
- To increase the level of ground water table, rain water harvesting system is adopted.
- Plantation along with seedling and sapling activities is conducted regularly to increase the greenery of the College.
- College is in surch of financial assistance to install the solar plate for solar power energy.

## 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.

- Felicitation to the students who secured high marks in examinations by the concerned departments.
- Renovation of library along with reading room, internet and reprography facility provided to all students.
- LCD Projector enabled class rooms help the teachers to supplement their teaching with PPT.

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

- Applied for procure funds from UGC and RUSA for infrastructure and academic development.
- Opened renovated library with reading room for students and teachers.
- Computer with internet installed in the library.
- Basic computer knowledge training for staffs and students has started.
- Some faculty has started power point teaching by using LCD projector.

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

- Mentor mentees practise.
- Felicitation of the students.

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

7.4 Contribution to environmental awareness / protection

- Adopted rain water harvesting system.
- Seedling and sapling during rainy season with proper maintenance.
- Use of minimum electric power as per the requirement.
- NSS unit conducts awareness programmes for cleanliness (swachata), plantation and its importance and rain water harvesting pit and its use in the nearby villages.

7.5 Whether environmental audit was conducted? Yes  No

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

### **Strength:**

- The atmosphere of the College is free from the dust, pollution and the sophistication of the city.
- Prevalence of student friendly academic environment in the campus.
- Mentoring students at various levels by Mentor- Mentees process.
- Computer lab with internet facility.

### **Weakness:**

- Most of the students are from financially and educationally backward families.
- Lack of research activities.
- Lack of publication of books and in referred journals.
- High dropout rate due to the weak financial family back ground of the students.

### **Opportunity:**

- Improvement of communication and computer skills through value added course and personality development programme.
- Research committee of the College conducts seminars with peer researcher to inculcate research mentality among the faculty and students.
- Students are facilitated to avail scholarships and free ships provided by Government and College.

### **Challenges:**

- Fluency in the use of English language.
- The financial conditions of the family urge the male students to quit college and seek job out the state as a labourer even at an early stage in their lives.
- To check the dropout rate is a great challenge of the College.

## **8.Plans of institution for next year**

- To conduct more state and national seminars on different topics of different departments.
- Increase the number of library books.
- Conducting study tours.
- More extensions activities by college NSS unit to strengthen institutional social responsibility and start NCC unit in the College.
- Making opportunities for girl students to participate in more cultural and sports activities.

*sName Dr. Dayanidhi Sa*

*Name Smt. Kalpana Mishra*

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

# Annexure no. I

## Academic calendar for the year 2017-18

### Details of activities

#### 1. Regular class teachings: -

a.	23.06.2017 to 30.06.2017	-	06	days
b.	01.07.2017 to 31.07.2017	-	24	days
c.	01.08.2017 to 30.08.2017	-	22	days
d.	01.09.2017 to 30.09.2017	-	23	days
e.	01.10.2017 to 31.10.2017	-	17	days
f.	01.11.2017 to 30.11.2017	-	19	days
g.	01.12.2017 to 31.12.2017	-	17	days
h.	01.01.2018 to 31.01.2018	-	18	days
i.	01.02.2018 to 28.02.2018	-	22	days
j.	01.03.2018 to 31.03.2018	-	22	days
k.	01.04.2018 to 30.04.2018	-	24	days
l.	01.05.2018 to 31.05.2018	-	26	days

#### 2. Examinations: -

a.	Monthly Test exam: -			
	i.	28.07.2017 and 29.07.2017	-	02 days
	ii.	29.08.2017 and 31.08.2017	-	02 days
	iii.	28.09.2017 and 29.09.2017	-	02 days
	iv.	30.10.2017 and 31.10.2017	-	02 days
	v.	29.11.2017 and 30.11.2017	-	02 days
	vi.	29.01.2018 and 01.01.2018	-	02 days
	vii.	27.02.2018 and 28.02.2018	-	02 days
b.	Test Exam: -			
	i.	18.12.2017 to 23.12.2017	-	06 days
c.	University Exam: -			
	i.	Dec 1 <sup>st</sup> week (3 <sup>rd</sup> Semester	-	05 days)
	ii.	Jan 1 <sup>st</sup> Week (1 <sup>st</sup> Semester	-	04 days)

#### 3. Co-curricular activities

a.	College foundation Day	-	14.07.2017	-	01	day
b.	Independence Day	-	15.08.2017	-	01	day
c.	Gangadhar Jayanti	-	17.08.2017	-	01	day
d.	Ganesh Pooja	-	25.08.2017	-	01	day
e.	Blood Donation Camp	-	13.09.2017	-	01	day
f.	Gandhi Jayanti	-	02.10.2017	-	01	day
g.	Indoor Games	- 08.01.2018 to 10.01.2018	-	03	days	
h.	Annual Athletic Meet	- 11.01.2018 and 12.01.2018	-	02	days	
i.	Annual Function	-	19.01.2018	-	01	day

j.	Saraswati Pooja	-	22.01.2018	-	01	day
k.	Active Citizenship Programme-		24.01.2018	-	01	day
l.	Republic Day	-	26.01.2018	-	01	day

**4. Holidays:**

a.	Eid-UL-Fitre	-	26.06.2017	-	01	day
b.	Bahuda Yatra	-	03.07.2017	-	01	day
c.	Rakshya Bandha	-	07.08.2017	-	01	day
d.	Janmastami	-	17.08.2017	-	01	day
e.	Nuakhai	-	26.08.2017	-	01	day
f.	Eid-UL-Juha	-	02.09.2017	-	01	day
g.	Mahalaya	-	19.09.2017	-	01	day
h.	Kali Pooja	-	19.10.2017	-	01	day
i.	Bada Osha	-	02.11.2017	-	01	day
j.	Rahasa Purnima	-	04.11.2017	-	01	day
k.	Prathamastami	-	11.11.2017	-	01	day
l.	Mohammad Jayanti	-	02.12.2017	-	01	day
m.	Christmas	-	25.12.2017	-	01	day
n.	Samba Dasami	-	28.12.2017	-	01	day
o.	Makara Sankranti	-	14.01.2018	-	01	day
p.	Pausa Purnima	-	18.01.2018	-	01	day
q.	Subash Jayanti	-	23.01.2018	-	01	day
r.	Gandhi Mahapran Divas -		30.01.2018	-	01	day
s.	Holi	-	01.03.2018	-	01	day
t.	Ram Navami	-	24.04.2018	-	01	day
u.	Summer Vacation -		09.05.2018 to 16.06.2018 -		34	days

## **Annexure no. II**

### **Analysis of feedback**

Feedbacks are collected from all the stakeholders as per prescribed feedback format. Those feedbacks are analysed by the IQAC in every quarterly meeting. Best & rational feedbacks are considered for implementation. In the quarterly meeting all the IQAC members discuss regarding the budget required for the implementation of feedback for the quality development. This budget and plan of action has been sent to Governing Body for sanction of fund and permission for implementation.



## **Annexure no. III**

### **Best practise--I**

**Title of the practise:** Mentor Mentees practise.

**Objective of the practise:** To make the students more acquainted, free and frank with the faculty. It helps the faculty to understand every problem of the students become easy to council them for their improvement.

**The context:** Mentor Mentees format is prepared by the College where all the data and information regarding the students are to be noted down. All the faculty members are mentor and the students are mentees. All the students are equally divided by numbers of faculty and each faculty is the mentor of a group of students (mentees).

**The practise:** Mentor Mentees forms are distributed among all the students to fill-up all the required data and information, and then they return the same to their respective mentor. Mentor collects other information regarding any problem, development, result and other activities of the mentees under him. Mentor tries to resolve the problem of mentees and take care of the improvement of the mentees in each and every aspect.

**Evidence of success:** Shyness nature of students has reduced and they are becoming more free and frank with their mentor. Students are becoming more enthusiastic to participate in different co-curricular and extracurricular activities. It is expected that the dropout rate will reduce.

**Problems Encountered and Resources Required:** To carry out the mentor mentees activities perfectly time factor is a major problem. To check the dropout rate the sometime the mentor has to visit the residence of concerned mentees to interact with their parent and council them.

### **Best practise--II**

**Title of the practise:** Felicitation of the students.

**Objective of the practise:** To develop the competitive mentality among the students.

**The context:** Every year from all the departments highest marks securing students are enlisted and for overall best performer student is selected as “Best student of the year” for felicitation.

**The practise:** HOD of all departments are advised to give the list of highest securing marks of the students. PET provides the list of best performer list of the annual sports and College staff council select a student as “Best student of the year”. For the best student of the year following parameters are considered: activities in academic, sports & games, leadership quality, cultural activity etc. Those enlisted students are felicitated in the annual function of the College with some attractive prizes.

**Evidence of Success :-**After implementing felicitation programme ,competitive mentality grow among the students , as a result of it pass percentage has increased,students are selected to represent for university in different games and sports .

**Problems Encountered and Resources Required:** Lack of funds is the major huddle, besides that scrutiny of the perfect student for best student of the year.