Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR, SUNDARGARH, ODISHA

Name of the head of the Institution	**CHANDRAMANI PATEL**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**06624220352**
Mobile no.	**6371265842**
Registered Email	**sdwcrgp@gmail.com**
Alternate Email	**sdwc_rgp@rediffmail.com**
Address	**S.D WOMEN'S COLLEGE RAJGANGPUR**
City/Town	**RAJGANGPUR**
State/UT	**Orissa**
Pincode	**770017**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Semi-urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**SAPAN KUMAR PANDA**
Phone no/Alternate Phone no.	**06624220352**
Mobile no.	**7978570569**
Registered Email	**iqac.sdwcrgp@gmail.com**
Alternate Email	**sdwcrgp@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.sdwcrgp.com/news_files/submission_aqar_17_1577513021.pdf

4. **Whether Academic Calendar prepared during the year**	**Yes**

if yes,whether it is uploaded in the institutional website: Weblink :	http://www.sdwcrgp.com/attachments/ACADEMICS-ACADEMIC-CALENDER.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.89	2010	28-Mar-2010	27-Mar-2015
2	C	1.76	2018	26-Sep-2018	25-Sep-2023

6. **Date of Establishment of IQAC**	**15-Jan-2010**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
ENVIRONMENTAL SAFEGUARDS	31-Jan-2020 1	800
SATISFACTION SURVEY FOR STAFF AND STUDENTS	04-Sep-2019 1	191
SUCCESSFUL IMPLEMENTATION OF ARRANGING CAREER COUNSELLING SESSIONS FOR STUDENTS	02-Dec-2019 1	300
STAKE HOLDER'S MEETING WITH GOVERNING BODY	13-Nov-2019 1	9
REGULAR CONDUCT OF COLLEGE SEMINARS IN ALL DEPARTMENTS	09-Aug-2019 1	13
INSTALLATION OF BIOMETRICS FOR SMOOTH FUNCTIONING OF COLLEGE ACTIVITIES	21-Oct-2019 1	57
No Files Uploaded !!!		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
S.D.Women's College,Rgp	OHEPEE	World Bank	2019 365	1800000

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Installation of Biometrics device. Organizing career counseling sessions arranging for apt resource persons for overall benefit of the students and college. Procurement of items as decided, in the college and successful installation of items purchased Organizing 2nd stake holders meeting in the college to finalize infrastructure development of the college Review meetings with teachers HOD's on implementing Proctorial and tutorial classes.

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To foreground Extra/curricular, extension activities for inclusive development of students. Thrust on Academic activities like seminars, workshops and lectures. Activities with a social dimension to reflect the mission and vision of the college. Up gradation of Physical infrastructure. Thrust on use of ICT in teaching learning. Formation of Internal Complaints Committee and women cell to redress the students issue. To replace manual work with software applications	**The objectives have been largely fulfilled**

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
GOVERNING BODY	13-Nov-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2020

Date of Submission	15-Feb-2020

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Management Information Systems is operative in the college. The MIS provides the Following areas of Institutional activities: 1. SMS gateway to send important notifications to different stakeholders of the college regarding admissions (SAMS PORTAL), examinations (LOKSEBA ADHIKARI PORTAL) , receiving Post Metric scholarship (PRERANA PORTAL), e Medhabruti (SAMS PORTAL), Salary to staff (HRMS ORTAL) 2. Installation of notice board in both College and hostel campuses. 3. Upgradation of the college website regarding courses offered, syllabus, study materials, calendar, fees structure, curricular and co curricular activities. 4. Communication of important information to the students and staff regarding CBCS syllabus, Examinations, Enrollment, form fill up, bulk and heavy procurement notices (tender call notice) through website and Conventional notices. 5. Regular exercise of eadmission through Govt. Portal i.e. Student Academic management System 6. The leaving certificate, admit card and mark sheet of the students is directly downloaded from SAMS Portal and LOKSEBA ADHIKARI PORTAL 7. The institution has entered into a transparent system of financial

| | management system (CAPA) I,e College Accounting Performance appraisal, which has been initiated by Dept. of Higher Education Govt. of Odisha for non Government Aided colleges of the state to maintain Uniformity and clarity in accounting. 8. To make the MIS more effective, we also send various important and urgent information to various stake holders of the college in social Medias like Whatsapp group, twitter. 9. Attendance of staff members are now technically recorded through biometric devices and its soft copies are mailed to the dept. of Higher Education Govt. of Odisha for onward transmission. 10. A management information system (MIS) for all HEIs for the program (OHEPEE) has been developed by the HED for effective program management. It monitors the performance indicators as per DLIs and annual financial disbursement to the colleges. An automated Management Information System (MIS) has been developed at PMU level for data collection and analysis. The systematic collection and analysis of information as a project progresses ? Aimed at improving the efficiency and effectiveness of a project or organization ? Helps to keep the work on track, and can let management know when things are going wrong ? Monitor the performance indicators as per DLIs and annual financial disbursement to the colleges ? Ensures systematic reporting ? Provides information for improved decision making on DLIs ? HEIs will access Google Sheet online from their official Email Id. ? IDP Coordinator under supervision of Principal is responsible for correct and timely entry of data in the MIS. ? One Google sheet for DLI1 (NAAC), DLI3 (Annual Performance Milestone), DLI4 (Governing Body) and CAPA (DLI 5A). ? Second Google sheet available is for DLI5B (civil works and non civil Procurement). ? Third Google sheet available for faculty status of the HEIs. At the end of every month, the Institution provides mandatory information with respect to the above DISBURSMENT LINK INDICATORS (DLIS) to the Dept. of Higher Education Govt. of Odisha | |

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Sarbati Devi Women's College is affiliated to Sambalpur University , Jyoti Vihar, Burla, and it follows the University prescribed curriculum. To ensure an effective curriculum various steps are taken by the institution through a well planned agenda at the beginning of every academic year in the college. The Annual Academic Calendar is prepared according to the University Calendar prior to the commencement of the academic year by IQAC, specifying the scheduled dates for academic activities, as in, the semester exam dates and mid-semester(internal) exams dates to ensure proper teaching –learning process and continuous evaluation. Any modifications in the syllabus is also informed to the students, Professors /Faculty members both verbally and through written communication over the college Notice Board & College Website. Students are made aware of the specific courses under CBCS and made aware of the papers they are going to study in specific semester. Usually an orientation class is conducted to acquaint them of the CBCS pattern, semester exams and syllabus. Meeting is held in each department at the beginning & end of each Semester to discuss about the course distribution for the present and next Semester. Based on the expertise of the individual faculty, the syllabus is allotted to them by the Head of the Department. Every department prepares teaching plan, allotting term-wise topics to be taught. Syllabus of each subject for each Semester is provided to the students. Faculty members maintain a lesson plan for effective academic planning, implementation and review of the curriculum. The faculty members are instructed by the HOD to complete the syllabus within stipulated time. If any reasons a faculty fails to finish their syllabus within stipulated time, the lecturer is being asked to arrange extra of their subject. Theory & Practical classes are held according to the Time-Table which is prepared prior to the commencement of the academic year by the college. Conventional classroom teaching is embedded with use of ICT to make the teaching-learning process more learner-centric. Classroom teaching is blended with seminars, special lectures, group discussions & Tutorials, Departmental Quiz, power point presentation by the students, projects, group assignments, YouTube assisted learning, experiential learning, field trips and industrial visits for effective delivery of curriculum, which are carried out in a well-planned manner. Files & records are maintained by each department and information is provided to IQAC for perusal.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
0	0	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	SECC-A(COMMUNICATIVE ENGLISH)	17/07/2020
BSc	SECC -A (COMMUNICATIVE ENGLISH)	17/07/2020

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	ECONOMICS	22/08/2019
BA	POLITICAL SCIENCE	22/08/2019
BA	EDUCATION	22/08/2019
BA	HISTORY	22/08/2019
BA	HOME SCIENCE	22/08/2019
BA	ODIA	22/08/2019
BSc	PHYSICAL SCIENCE(PHYSICS.CHEMESTRY/MATH)	22/08/2019
BSc	BIOLOGICAL SCIENCE(BOTANY/ZOOLOGY)	22/08/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nill	Nill
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	ECO/POLSC/EDN/HIS/HSC/ODI	Nill
BSc	PHY/CHE/MTH/BOT/ZOOL	Nill
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedback is taken from the stakeholders i.e students, teachers, employees and

is carried out by a feedback committee. They collect and analyze the feedback and make suggestions to the appropriate bodies. To get an overall idea on the syllabi of various courses offered by the university, the college maintains an institutional level feedback report. Every year feedback on curriculum is collected mostly from final year students as they have an overall idea of the curriculum. We collect feedback from students on curriculum development, Faculty performance and subject review. Feedback were collected from parents during PTA meetings, from the outgoing students on the completion of their course, and from the teachers, on the effectiveness of the course and the curriculum. The course content and its depth, coverage, applicability, learning value, clarity and relevance are all thus evaluated. This Year the feedbacks were collected through online mode from all the stakeholders by the IQAC , as per the link provided by GOVT. OF ODISHA under OHEPEE . A consolidated feedback analysis was provided by the same , which is uploaded in our website. After analysis of feedback it is communicated to the concerned teaching staff/ department head/ Principal and Management for areas of improvement. The suggestions received through the feedback are promptly communicated to the members of various committees. Feedback analysis of students employers as well as overall functioning of the college is submitted to the Principal of the college for the corrective action to be taken. He then discusses the report with IQAC members and suggestions are implemented for better performance of the college. Strengths weakness of the college is also taken into consideration for overall development of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	ECONOMICS	32	25	19
BA	EDUCATION	48	49	48
BA	POLITICALSCIENCE	48	47	46
BA	ODIA	64	65	63
BA	HOME SCIENCE	32	31	25
BA	HISTORY	32	25	25
BSc	PHYSICS	16	16	13
BSc	CHEMISTRY	16	7	3
BSc	MATHEMATICS	8	2	2
BSc	BOTANY	16	16	14

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	749	Nill	31	Nill	Nill

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
31	31	35	1	Nill	7

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View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentoring system act as a mechanism to improve the bond between students teachers in an institution. S.D. Women's College has adopted and implemented a Mentoring System as a student support measure. Each faculty member is the mentor of a group of 35 to 40 students allocated to him/ her by the Head of the Department. The mentor collects personal information from the mentees without touching sensitive issues or forcing any information out of them and then provides the needed counseling to the mentees. Our students are free to interact with their teachers beyond classrooms. The mentors maintain the biographic details of each individual mentee including their educational background and socioeconomic status. They also maintain record of their class attendance, class performance and academic progress. The teachers take up mentoring as a serious mission to help the students to reach their full potential. The Mentors acts on behalf of the college to support a young learner who is enrolled in a course of study. The mentor also acts both as a friend and a role model who supports and encourages a student in his/her academic and personal growth. The mentor guides a student in his /her academic pursuits and emotional and psychological development. Mentoring process in the institution involves an individualized form of counseling and guidance. The main purpose is to address the needs of the students to have a friend, a counselor and a confidante on the campus. The practice is aimed at fostering a better rapport between the students and the teachers at a personal level. Effective mentoring results in establishing a trustworthy relationship between Mentees and Mentor. Our mentors look after the student's attendance and performance in the present semester and overall performance in the previous semesters advises students regarding choice of elective subjects and project continuously monitors, counsels, guides and motivates the students in all academic matters. They contacts parents/guardians if situation demands e.g. academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities if any. The mentors keep the HOD's informed, if any administrative action is called for. The HOD meets all mentor of his/her department at least twice a month to review the proper implementation of the system. He/She also advises mentors wherever necessary.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
749	31	1:24

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
36	30	6	3	2

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2020	Nill	Nill	Nill

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester- end/ year- end examination
BA	HONS IN ECO., PSC,EDN,HSC,HIS ,ODI	SEMESTER	07/10/2020	21/10/2020
BSc	HONS IN PHY,CHE,MTH,BOT, ZOO	SEMESTER	07/10/2020	21/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Currently, all the UG students of the B.A./B.Sc. come under CBCS. The choice based credit system (CBCS) for UG was introduced in the college from 2016-17 academic sessions. The college is affiliated to Sambalpur University and it follows the same. The University Examinations are now held at the end of each semester and students are allowed to appear in the Semester end examination provided they have 75 percent attendance. Each semester examination consists of a Mid-Semester (Internal) Examination and End Semester examination. Mid Semester examination are conducted only for theory papers. End Semester Examination in theory papers carrying full marks above 50. Mid semester examination are of 01 hour duration for 20/15 marks (20 for subjects having no practical and 15 for subject with practical papers). The type of questions is decided by the college authority. The Mid-Semester Examination is conducted and valued by the Teacher(s) who are teaching the corresponding paper or by any external faculty in the college(s). The College has to conduct the Mid Semester Examination between 15th September to 30th October for1st, 3rd, 5thSemester and in between1st March to 15th March for 2nd, 4th, 6th Semester respectively and feed the marks online under the portal of Sambalpur University Examination management System within 15 days from the date of examination. The College authority preserves the answer scripts of the Mid Semester examination/ records of viva-voce/project presentations for 06 months from the date of publication of result of concerned semester for reference.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Annual Academic Calendar is prepared according to the University Academic Calendar prior to the commencement of new academic session by IQAC, specifying available dates for significant activities to ensure proper teaching -learning process and continuous evaluation and it is displayed in the Students Professors Notice Board and also in the College Website. The dates of Examinations such as Midterm Tests and Final Tests, internal assessments Practical/ Tutorial examinations Theory examinations are specified in the Academic Calendar and the Institution usually follows the same throughout the session/semester. So the schedules for Internal as well as other activities as per CBCS guidelines are categorically mentioned in the academic calendar and are accomplished accordingly. The dates of Internal Assessments of U.G. courses are decided by the departments concerned, usually at the beginning of each semester, as per directions from the University. Academic calendar of the Institute includes schedule of co-curricular activities, assessment, important events days to be observed, list of holidays and extracurricular activities. Students are informed about time table and academic calendar well in advance.

Time Table Time table of regular lectures for the semester is prepared as well as displayed on the notice board. The institution strictly adheres to academic calendar for the conduct of CIE. Unit tests, class tests and pre-final exam are conducted as per the university schedule. In the beginning of the session the principal and the staff prepare the academic calendar and implement it properly.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.sdwcrgp.com/download_files/academics_-_course_56.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BSc	ZOOLOGY	8	7	87.6
Nill	BSc	BOTANY	11	5	45.4
Nill	BSc	PHYSICS	15	4	26.67
Nill	BSc	CHEMESTRY	9	Nill	0
Nill	BA	ODIA	31	24	77
Nill	BA	HOME SCIENCE	14	12	85.7
Nill	BA	POLITICAL SCIENCE	15	11	73
Nill	BA	HISTORY	12	5	41.6
Nill	BA	EDUCATION	29	26	89.6
Nill	BA	ECONOMICS	10	6	60

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.sdwcrgp.com/download_files/ssr_2019-2020_66.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date

0	0	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	0	0	Nill	0

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	HINDI	1	2.89

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NOT AVAILABLE	Nill

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	2019	0	NA	Nill

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	2019	Nill	Nill	NA

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	3	Nill	Nill

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
RD camp at New delhi, 31/12/2019 to 31/01/2020	Ministry of youth affairs and sports	Nill	1
Pre RD-selection Camp,Calcutta, 08/11/2019 to 17/11/2019	Ministry of youth affairs and sports	Nill	2
One day Swachhata Camp(Graveyard cleaning),10/08/2019	S.D Women's college NSS Unit-I,II,III, college NSS Fund	6	150
International YOGA day, 21/06/2020	S.D Women's college,NCC Fund	1	54
Vigilance awareness week against Drugs, 28/10/2019 to 02/11/2019	S.D Women's college,NCC Fund	1	54
Mega-swachhata abhiyan, 17/09/2019 to 02/07/2019	S.D Women's college,NCC Fund	1	54
First-Aid Competition, 16/01/2020	Govt.College, sundargarh	1	4
District Level study cum training Camp, 31/10/19 to 2/11/2019	Odisha YRC state Branch,BBSR	2	3
YRC-Plantation in side college campus,13/08/2019	S.D Women's college,YRC Fund	2	60
YRC-International Youth Day, 12/08/2019	Odisha state Aids Control society, BBSR	2	75

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Intercollege kabaddi Tournament	Participated	Inter university	3
Intercollege khoko Tournament	Participated	Inter university	3
Intercollege Boxing Tournament	Participated	Inter university	2
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NSS	S.D Women's college NSS Unit-I,II,III	Road-safty awareness programme	8	150
YRC	S.D Women's college	Plantation in side college campus	2	60
NSS	S.D Women's college NSS Unit-I,II,III	One day Swachhata Camp(Graveyard cleaning)	6	150
NCC	S.D Women's college NCC Unit	Celebratation of kargil Vijay Diwas	1	25
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
0	0	0	Nill	Nill	0
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
0	Nill	0	Nill

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1800000	731328

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Newly Added
Seminar Halls	Existing
Laboratories	Newly Added
Class rooms	Existing
Campus Area	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Nill	Nill	Nill	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7136	1061403	302	62401	7438	1123804
Reference Books	3652	52583	Nill	Nill	3652	52583

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	11	0	4	0	0	2	0	0	5
Added	5	2	0	0	0	1	1	0	1
Total	16	2	4	0	0	3	1	0	6

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

150 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
50000	27000	100000	92000

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

In the beginning of the session the budget of the college is placed in the meeting of the Finance Committee and budgetary provisions are made for all these facilities. The IQAC approves the budget or any major expense made for any such facility. The maintenance mechanisms followed by the institution are as follows: Maintenance of academic facilities- For all academic requirements like books and journals, IT facilities, organizing special lectures, seminars or workshops, demands are placed by the departmental heads or the teachers of the departments concerned in writing to the Principal. Approximate budgets are also stated on most occasions. The Principal places the requisition or demands in the meetings of the IQAC, Finance Committee, Library Committee, or any other relevant committee. Tender notification is then done for bulk purchases. Otherwise, local vendors supply the necessary items. Financial rules of the government are strictly followed for all purchases. All the departments and constituent units of the college are well connected to the office in this regard. Apart from the regular cleaning of the labs and classrooms, for any urgent maintenance on the part of electricity, plumbing, lab machineries, computers, the office arranges everything according to the demands raised by the departments and other units. Seminar Hall is used for the conduct of academic activities programmes. They are maintained by the support staff or the non-teaching staff. Sports amenities are also maintained by the support staff. The NSS/NCC also contributes regularly participating in cleanliness drive carried inside the college campus. Recognizing the importance of ICT as a complementary process in education the College is committed to upgrading its IT

infrastructure and associated facilities on a regular basis. The purchase of hardware and up-gradation of software is need based. The College administration in coordination with the various Committees makes plans and decides on strategies regarding this matter.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Post matric fellowship	493	5744626
Financial Support from Other Sources			
a) National	0	Nill	0
b)International	0	Nill	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
YOGA	21/06/2020	54	NCC BATALIAN
MEDITATION	14/03/2020	107	DEPARTMENT OF SPORTS
CAREER COUNSELLING AND MENTORING	02/12/2019	100	UNDER OHEPEE COUNSELLING CELL
CAREER COUNSELLING AND MENTORING	14/02/2020	125	UNDER OHEPEE COUNSELLING CELL
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2019	CAREER COUNSELLING	94	94	12	9
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NA	Nill	Nill	NA	Nill	Nill

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	30	ECO,EDN,HIST,HSC,ODIA,PSC,CHEM,MATHS,PHY,BOT,ZOO	ECO,EDN,HIST,HSC,ODIA,PSC,CHEM,MATHS,PHY,BOT,ZOO	SU,GMU,RKL GOVT AUTO	MA,MSC

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	19

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Freshers Welcome	Departmental	266
Teachers Day Celebration	Institutional	220
Annual sports	Institutional	540
Annual Day Celebration	Institutional	749
Saraswati Puja , Ganesh Puja	Institutional	440
Republic Day and Independance Day Celebration	institutional	335

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	participated	National	Nill	Nill	BA-18-140	BARSHA CHURIA

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council is an indispensible part of Academic and Administrative committee of our institution. The Students' Council maintains healthy rapport between the student community and the College administration which is visible in the outstanding performance of the students both in scholastic as well as non scholastic areas and makes them feel a belonging to their alma mater. They actively represent in the College Governing Body, IQAC, Library Committee, Sports Cultural Committees, Seminar Committee, Grievance Cell, Women Cell, etc. The College has a Students' Council whose members are elected by a Committee of senior teachers for tenure of one academic year. Two class representatives from each semester assist them. The council functions under a constitution that delegates various powers and functions which are aimed at providing active assistance and support towards the College administration. For instance, the Literary and Socio-Cultural Secretary of the students' council coordinates with the allied committees of the College such as Dramatic and Sports Association for organizing various College events. Likewise, the Students' Council also assists the College administration by strictly implementing various disciplinary matters. They actively participate in College cleaning Program along with NSS. They motivate encourage the students to actively participate in all the sports Cultural activities organized by the college throughout the year. They themselves also participate in various activities of the college. They also help the teaching staff of the college to organize departmental seminars, special lectures, field activities, etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

00

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization has a significant impact on policy, planning and management. Our institution practices decentralization and participative management in terms of regular consultation with the College Governing Body. The institute has various Committees for the smooth functioning of academic and administrative work of the institute. The Principal-in-charge is the sole authority of the institution. All the decisions related to college development, infrastructure and adding new courses, budget allocation to various activities of the college are taken by a democratic and participative management system in which the teaching, non teaching staff and all the students contribute.

Students are empowered to play an active role in co curricular activities and social services. There are different Committees formed like, Drama Association, Sports Association, Women Cell, etc. 1. The Library Committee for instance consists of the Principal, Librarian, Coordinator IQAC,all HoD's ,teacher representatives of the Governing Body Students. The funds available for buying books are divided almost equally to all departments .The. Librarian requests all HoD's to submit a list of the books required by the department through requisition form. Side by side, book requisition is also taken from the student members. After that a tender notice issued through local media or sometimes through college website Thus it is ensured that the needs of all are ensured and funds are used in the best possible manner through a process of participative management. 2. Purchase Committee of our Institute follows the standard operating procedure not only in the financial but in academic and administrative activities. To purchase any stationary items or equipments the HODs/ teaching non-teaching staff give a requisition letter to the Principal mentioning the requirements which is forwarded by the Principal to the Purchase Committee. The committee consists of the Principal, Administrative Bursar, Representatives, few senior teachers, two non-teaching Staff and Student Representatives. In this way the process of any purchase is executed through transparency thus benefitting the overall institution.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	LIBRARY: College is having library facility for the students and faculty members. At present a reading room has been developed with two computers along with WiFi facility for users on demand. A reprography has been procured and installed in Library for the greater interest of the students and faculties. Complete Automation of Library is on process. The database contains basic information of students like students profile, examination grades, address, and information regarding parents. ICT: LCD Projectors in a classroom has been installed to improve the mode of teaching and learning activity. Desktops have been installed in staff common Room, Physics department and Library. Proposals for constructions of Computer laboratory (32 seated) has been approved by Govt. of Odisha under OHEPEE. Infrastructure: Extensive renovation and repair works were executed in the Classrooms, verandahs, corridors, Laboratories etc. A total No. of 50 ceiling fans, 100 pairs of desk benches, fresh electrical wiring with LED Lights have been done for the class rooms. Further, Fire extinguisher (6 no's), First aid Box(4 no's) ,

	Biometric devices (2 no's), RO Drinking water purifier (4 no's)have been installed in the college as well as Hostel premises. Proposals for constructions of Chemistry and Zoology laboratory, New Class rooms, Toilet Block, Three Phase power supply, New Women's Hostel has been approved by Govt. of Odisha under OHEPEE and the construction will start very soon. New doors, sanitary fittings in the toilets, construction of Garbage pit has been made in the college Hostel. The Governing Body of the college has recommended having a Canteen facility with healthy and hygienic snacks in the college, which is in the progress. In keeping up with the last NAAC Peer teams recommendations, the thrust of the college is in the vertical expansion and development of the physical infrastructure.
Admission of Students	The seat capacity, admission procedure and eligibility criteraia are displayed in college website and noticeboards well in advance of the date of admission. ? The college prospectus and forms are available online. ? ?Online admission is mandatory. ? A minimum cut off mark at entry point ? The Govt. reservation policy is followed ? ?Free admission to BPL students ? Counselling session during admission by the faculty members regarding the availability of courses, combination of subjects, suitability of the courses. Online application for admissions for UG Courses are done through SAMS (Student Academic management System) run by Dept. of Higher education, Govt. of Odisha.Selection of students along with collection of fees are generated through SAMS Portal.
Examination and Evaluation	Examinations are scheduled conducted by Sambalpur University and publication of results are made available to the students through lokseba_odisha.in . The University Examinations are held at the end of each semester and students are allowed to appear in the Semester end examination provided they have 75 percent attendance. Each semester examination consists of a Mid-Semester (Internal) Examination and End Semester examination. Mid Semester examination are conducted only for theory papers.

	Evaluation process is carried according to the university guidelines. The faculty members of the college register themselves under the University and therefore are directly appointed as Examiners by the affiliated University.
Curriculum Development	Individual departments and faculty members follow the model syllabus given by The Sambalpur University for all different and specific subjects. The syllabus is carried out accordingly. Faculty members also prepare their individual lesson plans for smooth functioning of academic activities. Various types of teaching methodologies are used like seminar, audio-visual aids, assignments and MCQ's are done in order to check if the objectives of learning are achieved.
Teaching and Learning	Use of ICT mode is promoted in the teaching Learning process. A teacher acts like a facilitator in the classroom and helps the students to reach proper conclusions. The traditional lecture style teaching is also used in many subjects which helps the students in memorization of key facts, dates, names, etc. and also helps them in jotting down the notes. Proctorial groups also work out in different departments to check the individual progress of the students.
Research and Development	Research and Development facilties are presently not available in our college.
Human Resource Management	Human Resources Management System (HRMS) is the flagship project of Center for Modernizing Government Initiative - CMGI, a society under the General Administration Department, Government of Odisha. HRMS is a database - and - application software to carry out personnel transaction of government employees online through Internet. This aims to be the primary vehicle of transactions of government employees. HRMS is the repository of all the service records of the employees of Government of Odisha through HRMS, an employee may apply for leave, loan, or send their reports, requests or grievances. They can receive the sanction or reply online from their office. HRMS software automatically prepares all accounts and registers of an employee, like Service

Book, Leave Account, Loan Account, Salary Account, Incumbency Chart etc., retrieving relevant data from transactions. It also helps the superannuating employees to prepare their pension papers on the click of buttons and help authorities to process pension papers easily and quickly. Past transactions are captured as legacy data and incorporated into the database, and subsequent transactions are recorded in real time. The Service Book of each employee is the most complete repository of such transactions. Hence, service data of each employee from the service book is the backbone of HRMS database. The teaching faculty are recruited as per the UGC norms. Temporary or part time faculty members are appointed by the college as per the requirements of the department on a purely temporary basis. ? Teachers are encouraged to go for Orientation programmes, Refresher courses, Short term courses and to participate in seminars, workshops, conferences etc. ? Along with the teaching staff the non teaching staff are sent for professional development training. ? ?All faculty members are involved in different activities of the college. ? The institution sincerely works to prepare the students for their higher studies. The foundation is made at the UG level. The students are encouraged to participate in seminars, special lectures, extension activities of NSS and NCC, study trips etc.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The College has initiated office automation which includes students' database in Lokaseba portal and faculty and staff database in HRMS Portal, as well as online feedback system etc. The Biometric attendance is mandatory for teaching and non-teaching staff. The college campus including the classrooms is equipped with CCTV Cameras. CAPA software is used for accounting and financial management of the college. Digitalization of library resources is on process. The college has already implemented ICT as an important method of teaching and learning process.
Administration	The College , through Lokaseba portal

developed by Govt. of Odisha under Sambalpur University, maintains document of students records regarding enrollment, examination, results, issue of admit cards and fees Payment . The Students Academic Management System (SAMS) software was developed by Govt. of Odisha and a Team of Member along with DEO updates all records of students regarding admission, selection into various streams in different courses.. The database contains basic information of students like students profile, examination grades, address, and information regarding parents. At the initiative of the IQAC all stakeholders are regularly being involved in the development aspects of the college. Steps are being taken to activate the ALUMNI of the college. The IQAC circulates Notices and other kinds of communication through email.

Finance and Accounts	1. The college uses the Accounts software namely College Accounting procedure automation (CAPA) software for E governance for transparent functioning of Finance and Accounts department of the college. The college conducts regular audit of annual books of accounts. Receipt of admission fees is completely online 2. Salary of faculty members and staff is transferred directly to the bank account. Salary bills are submitted to the treasury through IFMS (INTEGRATED FINANCIAL MANAGEMENT SYSTEM) software 3. E tender is notified as per the government guidelines for purchase of items 4. Payment for the work orders is done through PFMS according to government guidelines
Student Admission and Support	Application forms and prospectus for admission to different courses are available through the online admission SAMS (STUDENT ACADEMIC MANAGEMENT SYSTEM) portal. Admissions are through online process. Receipt of admission fees is completely online The College allows students whose parents earn not more than one lakh per annum to take admission with waiver fee. The College has Office automation software called College automation software for cash transaction of admissions.
Examination	Examination forms are filled up in the LOKASEBA PORTAL, generated by Sambalpur University for each semester.

	Issue of Registration No and admit card is automatically generated for the enrolled students in the portal. The semester marks are also uploaded to the LS portal. Conduct of Examination and Publication of result of each semester is under the jurisdiction of Sambalpur University.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	Chandaani Patel Sapan kumar Panda	Orientation Programme for IDP Coordinator	OHEEPE	6030
2019	SMRUTIREKHA NAYAK	Faculty Development programme on Entrepreneurship Development	OHEPEE	5261
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	ICT AND TEACHING SKILL	ONLINE ADMISSION	09/08/2019	09/08/2019	31	10
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Courses In political science	1	27/01/2020	09/02/2020	14
Faculty development program	1	17/09/2019	20/09/2019	04
Faculty	1	18/11/2019	22/11/2019	05

development program				
Orientation programme on IDP Milestone and others functions	2	18/02/2020	20/02/2020	02

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	3	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group Insurance Employees Welfare Fund. Short term loan facility is available for institute staff. Health Checkup programmes Yoga Camp for the teaching, nonteaching staff and students. Faculty appointments prior to 2004 are eligible for pension benefits on retirement. Faculty after 2004 is covered under New Pension Scheme. GPF, gratuity and leave encashment are availed by retiring faculty as per University norms. Leave to teaching and nonteaching staff are given as per the guidelines of Government of odisha.	Group Insurance Employees Welfare Fund. Short term loan facility is available for institute staff Health Checkup programmes Yoga Camp for the teaching, nonteaching staff and students Faculty appointments prior to 2004 are eligible for pension benefits on retirement. Faculty after 2004 is covered under New Pension Scheme. GPF, gratuity and leave encashment are availed by retiring faculty as per University norms. Leave to teaching and nonteaching staff are given as per the guidelines of Government of odisha.	Leave for absence from class is considered on special grounds. • Quick processing of scholarship forms. •Redressal of students complaints •Retests allowed on considerate grounds.• Counseling services/Personality development programmes/Students mentoring system • Encourages student participation in sports /cultural /social events/NSS/NCC •Students Union/ Annual students cultural functions •Medical assistance •?Book bank for SC/ST/OBC/BPL students •College Merit Prize /Cash award• Students Aid Fund •

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

College accounting procedure Automation (CAPA) was started in our organization from 2018-19 as a pilot project under OHEPEE, by department of Higher education Govt. of odisha, through its CAPA Portal, in which all day today financial transactions are uploaded and preparation of accounts related documents to meet audit requisites. This system brings uniformity and transparency in financial management of the college.. To automate various functions of college end to end i.e. from the Selection procedure of the Students, Student Admission, Their Fee Management, Interaction with the University, Course Progress Monitoring, Attendance (Faculty Pupil) Accounts, H.R., Budgets and Funds, Extra Curricular Activity etc. In addition, the Government appoints external auditors on an annual basis which conducts an audit encompassing all areas. The last external

audit was done in 2018-19. There have been no major audit issues so far and no serious irregularities have surfaced in the external auditor's reports till date.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	00

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6.4.3 – Total corpus fund generated

4800000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	IQAC
Administrative	No	Nill	Yes	GOVERNING BODY

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

6.5.2.1.1 Although the college does not have a registered parent teacher association, yet IQAC dept. Organizes bi annual meeting between parents and teachers .We accept suggestions from the parents regarding academic development of their ward and implement the same. Parents are requested to convince their ward to make clear communications with the teachers regarding any problems/difficulties faced by them in the institution.

6.5.3 – Development programmes for support staff (at least three)

Short term loan facility is available for institute staff. Health Checkup programmes, Yoga Camp for the teaching, nonteaching staff and students are regularly organized. Faculty appointments prior to 2004 are eligible for pension benefits on retirement. Faculty after 2004 is covered under New Pension Scheme. GPF, gratuity and leave encashment are availed by retiring faculty as per University norms. Maternity leave is en-cashed, Leave to teaching and non teaching staff are given as per the guidelines of Department of Higher Education, Government of Odisha.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

The sanction of teaching and non teaching staff which was pointed out by the Peer team almost two years ago has been addressed to. Majorities of the faculty have been appointed by Govt. of Odisha, through Service selection Board and the rest are filled by management of this college so far as more ICT Thrust for imparting teaching learning process, We have immediately converted a class room into seminar hall with ICT facility. However complete digitalization of library is on progress and consultancy services are still not offered,. The college now has provided computers and with Internet and WiFi facilities for enhancing the learning process. The infrastructure has been upgraded on a large scale. In this session 100 pairs of benches and desks have been procured for the RENOVATED first floor class rooms, fresh electric wiring with LED lights and fans have been installed from WORLD BANK assistance fund (Under OHEPEE) The Govt. has sanctioned a sum of Rupees 4.35 core under OHEPEE out of which 60

will be utilized for civil works and 40 for non civil works within a period of five years. Approval for construction of new class rooms, Computer lab, Toilets, science Laboratory, a New hostel, three phase power supply has already been received by the institution from state Project director, Govt of Odisha. Four numbers of RO drinking water facility (Two in the college and two inside the Hostel) have been made in addition to existing three. First aid boxes and fire extinguishers have been procured for safety environment of the college. By involving NSS WING of the college 50 number of tress have been planted to make the campus green .The project for Preservation of rain water and its corresponding use has already started to make the campus eco friendly. Proposals have been sent to govt for procurement of cot, mattress, and cupboards for hostel boarders. Regular cleaning of toilets are being carried on by sweepress and Hostel Superintendent , Merton and Volunteers are supervising it. The college has taken initiative for opening up of many professional courses like BCA,, PGDCA which approval is awaited from the govt. IQAC, Women empowerment Cell and Career counseling Cell has been actively performing and organizing regular meetings .However Alumni association is established but not yet registered.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Biometric installation	09/08/2019	21/10/2019	21/10/2019	57
2019	Procurement plan for non-civil	09/08/2019	06/12/2019	25/02/2020	800
2019	2 sessions of career counseling	30/04/2019	02/12/2019	14/02/2020	215
2019	Online feedback system under OHEPEE	30/10/2019	11/09/2019	16/11/2019	169
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Proposal of installation of solar panel with the capacity of 25KB has been send to the Govt. for approval. Environment day has been celebrated to create awareness among the students. Orientation progrramme was organised by NSS, NCC,RED CROSS units of the college and conducted Mass Rally.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Rest Rooms	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	12/08/2019	1	International youth day	Public Awaeness	75
2020	1	1	14/01/2020	1	Road saftey walk	Safety Awareness	150
2020	1	1	18/01/2020	1	Obeservation of fit india	Public Awarnes	150
2020	1	1	21/06/2020	1	International yoga da	Public Helth	54
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
COLLEGE CALENDER	30/08/2019	A Handbook containing code of conduct and professional ethics is distributed among the stakeholders of the college. It also consists of Academic diary which is distributed to staff and students in the beginning of the Academic session. A code of conduct and set of rules is illustrated in the same.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World AIDS Prevention Day	01/12/2020	01/12/2020	30
Celebration of Gandhi Jayanti	02/10/2020	02/10/2020	27
Celebration of Independence Day	15/08/2020	15/08/2020	10
Celebration of Republic Day	26/01/2020	26/01/2020	85
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1.Reducing the use of plastic. 2.Online notification / SMS is practiced their by reducing the use of paper. 3. CFL Bulbs have been replaced with LED lights. 4. Preservation of rain water for gardening. 5. Plantation of trees to make the campus clean and green.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices Of the college With higher education becoming an international service, there is growing concern the world over about quality, standards and recognition. Consequent upon this trend, the debate on how benchmarks have to be evolved for ascertaining and assuring quality at different levels of higher education is significant. This paper highlights the initiative of the National Assessment and Accreditation Council (NAAC) to promote the concept of best practices benchmarking. It also sets the stage for a discussion of the identification, sustenance, dissemination and adaptation of best practices and of their transference from one system to the other. Best practices of an institute are usually the benchmark it wishes to set for itself and others in the society. Being an institute of higher learning we realize our role in building a society free from discrimination and deprivation. We also realize that in a nation endowed with youth power we are facing an acute shortage of skilled youth who are industry employable. In order to fulfill our role, we are engage in various tasks which can be labeled as Best Practices. Fostering Community Responsibility, Skill Development Program, Spreading social awareness etc. are few of the best practices of the college. 1. Title of the Practice Proctorial Management System 2. Goal • To ensure maximum student attendance in the classroom • To provide supportive care and advice to the students • To build up student mentor relationship and maintain social connectivity • To improve the pass percentage and enhance marks secured by the students at the university level examinations • To resolve any issues pertaining to student's financial needs and provide him/her the necessary help to cope with it 3. The Context • A decrease in the student attendance has led to poor academic performance of the institution. The students lack impetus to regularly attend the lecture classes and in general feel lost because of the strict teacher –student association. These issues need to be handled through effective mentoring system where the students feel at ease to interact with their teachers and is motivated to stay in the classrooms for his/her academic betterment. • The teachers in the various departments sometimes find it hard to cater to the needs of the absentee students or the students facing the brunt of financial constraints in their families. Henceforth, it has become quintessential to adopt effective measures to address their academic hindrances as well as the financial challenges faced by the students. 4. The Practice • Every student of the college is placed in group under a proctor • Each group

consists of 30 students • Each member of the teaching staff is designated as proctor and is the teacher-leader of a number of students. The Proctor exercises an effective control and influence over the students under his/her charge. The proctor assists in academic and over all development of the student • The proctor enquires into their various problems and helps them to solve either by himself or by bringing it to the notice of the Head of the institution or the parents of the students. • The Proctor maintains a Student Information Record Registers for each of his/her wards which gives all the details of the students, examination results, etc . in terms of a quarterly Proctorial record and submits to the Head of the Institution . • The Proctor sends quarterly progress report to the Parent/Guardians of the student, wherever deemed necessary. • A student whose performance is not up to mark is asked to appear for counseling with the proctor in order to help the student improve his/her performance in the coming Semesters. Frequent assignments, tests and evaluation are conducted to help them improve their performance in the semester-end examinations. 5. Evidence of Success • A number of faculty members have actively contributed in adopting this practice in our institution. There is a sense of responsibility in each proctor to carry out the sessions. • The number of students participating in curricular activities and regularly attending the classes has also improved. The percentage of attendance in various departments has drastically increased. • The number of students passing the examination has improved. Students have secured distinction as well as improved their Grade points in some depts.. Like education and political science, Odia and Economics. • The students facing financial issues in their families are brought to notice because of the Proctorial Management System. It has helped in building the trust and in providing them supportive assistance in times of need. 6. Problems encountered and Resources required • Despite the fact that Proctorial system has helped in many a ways, some of the students are still not instilled to stay in touch with the proctors. It's difficult on part of some proctors to imbibe the social quotient with their wards. Lukewarm interest of the parents and some students has led to lack of appreciation. • Unless the teachers and proctors guide and counsel the pupils in a proper way, this effective methodology cannot be brought to life. Provision should be made to enable a better and creative way of boosting the process of Proctorial. • It is essential to address the financial issues of the students hailing from poor and meagre background. A different unit to be formed to look after such students in a financial way. Swachh Green Campus: The Nature Club of NSS and NCC of the college organizes tree plantation drive regularly. Students and Staff actively participate in keeping the surroundings clean. Regular cleaning activities are carried out by NSS, Volunteers, staff Teachers. The College is making efforts to maintain a herbal garden in the campus. Dustbins are properly placed inside the campus and waste materials are dumped on regular basis.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.sdwcrgp.com/download_files/best_practices_19-2020_67.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The establishment of the SARBATI DEVI WOMEN'S COLLEGE aims at Empowerment of Women through Higher Education in terms of academic excellence, in dissemination of employability opportunities and by developing both soft skills physical skills. The institution has always believed that the classroom teaching learning environment is strengthened by co-curricular activities like debates, quiz, paper presentation, music, dance, Painting, drama recitation. The skills and competencies discovered and developed by engaging in co

curricular activities develop confidence, creative thinking ,a sense of self-esteem, foster learning, teach teamwork, discipline and offer opportunities for leadership roles. The College conducts various programmes like Annual College Day, Socio-Cultural Competition, Students paper presentation, Various Days of celebration and Observance, knowledge enrichment programmes other cultural activities which enable students to showcase their talents and makes them vocal about the ongoing challenges faced by women in general. Weeklong Annual Cultural competition of the college fosters a healthy sense of competition among the students and provides a platform for their talents to be recognized and appreciated. The students feel a sense of empowerment by actively taking part in the events and forming a bond with their peers and the institution. A good number of students have taken up careers in the various fields. Jayanti Toppo, a bonafide student of our college got selected under District Reserve Police as Constable. Along with her other students who were selected as Constable are Sabita Nanda , Manju Baxla, Madhuri Amat, Sumitra kindo Smita Dash. One of our diligent student studying in B.A Economics Hons. Miss Ambika Kar stood among top 10 University Rank holders taking the 7th position in the list.

Provide the weblink of the institution
http://www.sdwcrgp.com/download_files/institutional_distinctiveness_2019-20_68.pdf

8.Future Plans of Actions for Next Academic Year

 To motivate faculties to participate in the FDP refresher courses or other training programmes. To train the teachers at elementary level for computer proficiency. Computer Training of the office staff so that they are able to efficiently handle the automation of the online administrative work. To introduce relevant courses and to organize more student centric programmes. To start new UG programmes. Strengthening of Career Counselling Cell. Improve use of ICT in teaching-learning. To conduct state level seminar and workshops. Implementation of Management Information System in an effective way. Reaffirmation of the existing committee and Associations of the College. Infuse social responsibilities and inculcate civic sense and core values of life through various activities to be initiated by the Committees. Commemorate the College Silver Jubilee by organizing a programme.