YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	SARBATI DEVI WOMEN'S COLLEGE,RAJGANGPUR
• Name of the Head of the institution	BIPIN CHOUDHURY
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	06624- 220352
• Mobile No:	7008635162
• Registered e-mail	sdwcrgp@gmail.com
• Alternate e-mail	sdwcrgpdeg@gmail.com
• Address	AT/PO - RAJGANGPUR, DIST. SUNDARGARH - 770017 (ODISHA)
• City/Town	RAJGANGPUR
• State/UT	ODISHA
• Pin Code	770017
2.Institutional status	
• Type of Institution	Women
• Location	Semi-Urban
• Financial Status	Grants-in aid

• Name of the Affiliating University	**SAMBALPUR UNIVERSITY**
• Name of the IQAC Coordinator	**SAPAN KUMAR PANDA**
• Phone No.	**06624220352**
• Alternate phone No.	**7978570569**
• Mobile	**9238582320**
• IQAC e-mail address	**iqac.sdwcrgp@gmail.com**
• Alternate e-mail address	**sdwcrgp@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.sdwcrgp.ac.in/pdf/6333e67633a4c.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.sdwcrgp.ac.in/pdf/ACADEMIC%20CALENDER%202021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.89**	**2010**	**28/03/2010**	**27/03/2015**
Cycle 2	**C**	**1.76**	**2018**	**26/09/2018**	**25/09/2023**

6.Date of Establishment of IQAC	**15/01/2010**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
HIGHER EDUCATION	**OHEPEE**	**WORLD BANK**	**2019-20 5YEARS**	**4.52CR**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	No File Uploaded

9.No. of IQAC meetings held during the year	04	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

Student Mentoring System. The concerned teacher remains in frequent contact with his/her assigned students as well as their parents or local guardians acting as their Mentor and Counselor. College website redesigning, domain registration, privacy and security requirements. Library automation completion(L.M.S.2) and linking it with the website Organizing field trips for experiential learning. Yoga Classes for the physical and mental fitness of the college students

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

23-02-2023 10:23:36

Plan of Action	Achievements/Outcomes
Academic Activities	Offline and online mode of teaching, mentor-mentee program, online feedback programme, preparation of academic Calendar, Field Trip by Departments, Implementation of project based learning by faculty in the departments
Extension Activities	Emphasis on Yoga Classes and Yuva Sanskar ,Different activities conducted by NSS/NCC/YRC UNITS throughout the year
Infrastructure	ongoing construction of new Academic Building,Renovation of Hostel Entrance gate, Kitchen,Toilets, Garden Maintenance, Rain Water harvesting Project
ICT	Website upgradation, library automation and upgradation, Seminar Activities
Feedback System	Employer,Student , Alumni and Teachers
E-Governance	E- Admission , E-form fill up E-payments, E- service
Best Practices	Implemented Mentoring System and Yoga Session

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
PRESIDENT , GOVERNING BODY	18/01/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	20/12/2022

15.Multidisciplinary / interdisciplinary

In order to inculcate interdisciplinary teaching and learning process, the institution in alignment with the affiliated Sambalpur University allows students to choose subjects namely an elective course from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice termed as a Generic Elective. The purpose of this category of papers is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective papers. The Institution offers two papers each in two subjects as GE or four papers one subject. Depending on the subject, students can choose their GE1 and GE2 subjects listed in each Honors syllabus. However, as a general practice language teachers are assigned to teach AECC2. Life Science Faculty are assigned to teach Environment Studies, English Faculty for Communicative English, Mathematics faculty to quantitative aptitude and Logical Reasoning, etc. Ability Enhancement Compulsory Courses (AECC) also provides students with a scope to develop their interest and learning in the disciplines related to Language and environmental Science. At present the Institution offers two papers for the following. Paper I: Environmental Science & Disaster Management

Paper II :MIL Communication (English / Odia / Hindi)

16.Academic bank of credits (ABC):

At present the Institution provides Choice based Credit Sytem(CBCS), as the Institution is affliated to Sambalpur university and it follows guidelines laid down by the University in terms of the model syllabus.As per National Education Policy 2020,Academic Bank Credit (ABC) is a national level facility to promote flexibility of curriculum framework and provide academic mobility of students with appropriate credit transfer mechanism to choose their own learning path to attain a Degree/Diploma/PG-diploma, etc, working on the principle of multiple entry-multiple exit as well as any-time,anywhere and any-level of learning.Considering the significance of important digital initiatives in the education sector, the College has been capturing ABC IDs of the students..

17.Skill development:

The main purpose of these courses is to provide students life-skills

so as to increase their employability. A Student opting for Honors is offered two SEC papers. The institution offers two Skill Enhancement Courses (SEC), Communicative English (SEC-I) and Quantitative and logical thinking (SEC-II) Communicative English -This course aims to engage the students more creatively to improve their English language and communication skills. The main intent of this paper is to strengthen the language competency of graduate students, majority of who are set to enter the job market with high hopes. Needless to say, a good command over English language is one skill which various companies expect from the prospective employees. The course content is adopted from the study material of Infosys Foundation. They have had the experiences of conducting faculty development programme under Project Genesis in Odisha. Quantitative and logical thinking -The main intent of this paper is to strengthen the quantitative & logical thinking of undergraduate students, majority of who are set to enter the job market with high hopes. Needless to say, a good command over Quantitative Aptitude and Logical Thinking is one skill which various companies expect from their prospective employees.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The Institution is affiliated to Sambalpur university and it follows guidelines laid down by the University in terms of the model syllabus. At present there is no such provision and instruction for imparting online courses individually for Indian languages to the undergraduate students.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

To attain outcome based learning each department has developed the PO-CO & PSO's to monitor student's performance. The faculty members monitor, track student's performance in terms of PO-CO & assessments for continuous outcome improvement. The Mentoring system is very functional and active to guide the students. Further through organizing career counseling sessions regularly in the campus by inviting eminent persons, we focus on employability of the students.

20.Distance education/online education:

The Institution is affiliated to Sambalpur University and currently the students can enroll themselves under Odisha State Open University, Sambalpur to pursue various PG & UG courses, Diploma and post Graduate Diploma Courses and Certificate based courses. Online attendance management system at all study centres is available for academic monitoring of counseling and skill training sessions.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**11**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**830**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**429**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**213**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**32**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**32**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**25**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**51.72.340.00**
4.3 Total number of computers on campus for academic purposes	**17**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

CBCS Syllabus which has been recently introduced by the Department of Higher Education, Odisha. The IQAC with the help of all the HOD's have realigned the PO, PSO's and CO's with Model CBCS Syllabus and the Vision Mission Statement of the College.

The Principal and IQAC have continuously ensured Student Centricity through adequate initiatives/exposure to the Students through Practical/Experiential learning. All Departments are being reviewed on the overall performance periodically as regards Quality of Progression. An Holistic approach has been adapted by IQAC, wherein an array of initiatives are focused on Curricular,

Co-curricular, Extracurricular, Extension & Outreach initiatives conducted by respective Departments.

An active Mentor/Mentees System has helped Students of all earning levels for their overall Progression. IQAC ensures and relies on a

"Feedback System" as a review mechanism, which helps the College to Focus on areas that need improvement.

The College is dedicated to Meritocracy through a Continuous and Comprehensive Evaluation system which is aligned with the PO, PSO's & CO's. The Academic & Autonomous cells play a pivot role to ensure attainment of PO. PSO'O & CO's through its overall examination and evaluation system of the College.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.sdwcrgp.ac.in/pdf/PO,PSO,CO.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

For midterm internal assessments in all subjects and papers, the self study portion of the syllabus was selected for evaluating the learning outcomes. The students were informed in advance about the Assessment markings and criteria. Due to the COVID situation the internal assessments were conducted via online mode. The practical subjects have a credit score of 2 and the non practical subjects have credit score of 1.The faculty members were informed to take questions from the entire 2nd Unit for each subject and paper as directed in the letter no.20119 given by Higher Education

Department,Govt. of Odisha. And Sambalpur University vide letter no 2065 dated 6.11.2020.The department heads prepare the answers and the scheme of evaluation of the internal assessment papers. The midterm test dates are mentioned in the academic calendar and assignment submission dates are informed by the course faculty members. The internal Assessment mechanism includes various tools like unit test, Students Seminar, Viva- Voce, Paper Presentation, Multiple-Choice question Test, Class Participation. The internal assessment test records are maintained and kept for future reference as required by respective departments. The scores are also maintained in forms, soft and hard copies.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://www.sdwcrgp.ac.in/pdf/ACADEMIC%20CALENDER%2021-22.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

02

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

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File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

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1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The College has courses wherein Environment Science and disaster management, Ethics and Value, Gender sensitization is an effective tool that can be used in the educational institutions to change the stereotype mind set of men and women, a mindset that strongly believes that men and women are unequal entities and hence have to function in different socioeconomic space. The need and realization for this sensitivity education has been a topic of concern in these recent times and even before generations. Instilling positive thoughts on gender issues will enable and enhance the future population from practicing gender discrimination. Gender discrimination is a basic problem in Indian society. Traditional patriarchal mindset has placed women to secondary status within the

household and workplace. Implementing curriculums on gender sensitization, human values enables students to learn that gender roles are interchangeable and that they are free to choose what they want to become or do depending on their likes rather their biological creation. Integrating sustainable development in the learning process and Educational curriculum will help students develop a sense of responsibility for present and future generations and care for the environment as a responsible citizen. These issues are integrated in the courses and the students are educated and instructed about the importance of these things in a societal structure

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

11

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

237

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.sdwcrgp.ac.in/pdf/63afefa5436e6.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

320

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

308

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Student mentoring system in each department monitors the academic performance of the student and they interact on monthly basis to assist any difficulties that the student is facing. Advanced and Slow learners are identified based on the performance in University Examination of previous semester and internal examinations. The student securing marks below 40% are identified as Slow Learners and the student securing marks above 70 % would be identified as Advanced Learners. Advanced learners are also identified through their performance in class room and exercise lab, their fundamental knowledge, concept understanding and articulation abilities etc. The mentors communicate the needs of the slow and advanced learners to respective subject teachers and the H.O.D. Remedial and Tutorial Classes are arranged weekly for clarification of doubts. The advanced learners are encouraged to participate in various symposiums like quiz, poster presentation, Seminars, inter-college competitions etc.Remedial/Tutorial classes are a part of the College Time-Table andstrict compliance is ensured. However due to Pandemic All theClasses were conducted in a Hybrid format (i.e. Online and Offline Classes). With the emergence of the Pandemic the IQAC proactivelytook initiative to make availableDepartmentwise Study

Materialthrough the College Website. In addition to this the Mentors playa crucial role by hand holding them through regularcounseling/motivational sessions.

File Description	Documents
Link for additional Information	https://www.sdwcrgp.ac.in/notice/636f2de728d85.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
830	30

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Our College understands and emphasizes on exposure to Practical/Applied aspects of various concepts and theories learned in their respective Classrooms.

The IQAC has adopted Lecture Method, Interactive Methods, Project Based learning, , Study Tours, Industrial Visits, Student Exchange Program etc. into the Teaching Learning Process.

The Faculty Members make Learning interactive by motivating Students to take part in various Group Discussions, Seminars, Case Studies, Subject Quiz, Role Plays etc.. By doing this the College has seen success in terms of Student Participation, Involvement &Progression.

In addition to this for the current Academic Session, the College continues to adhere to Project Work Submission as a mandate for all Students of UG 6th Semester.Integration of all these elements enhances Learning Experience. Our Endeavour is to help Students to

be able to Visualize, Conceptualize, Comprehend, Experience and Apply. This enables our Students to have better clarity of thought based on which they would be more effective in facing Real World Challenges.

Every Department uses various combinations of Interactive Learning to ensure and enhance academic impact on the Students. A number of activities that were planned for the Academic Session could not be conducted due to the Pandemic.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.sdwcrgp.ac.in/department/636f568cc9673.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The College is equipped with Two ICT enabled Seminar Halls with Projector & Wi-Fi facilities, which is regularly being used by all departments. In addition to this the College provides computer to Staff room, Library and reading room and some departments. The College also resorted to the use of ZOOM and Google Meet platforms to conduct online classes during the Pandemic. The College has been operating in a Hybrid Model of Online and Offline Classes due to Covid-19.Regular seminars are also done by the departments by ICT Mode.

The IQAC has proactively ensured availability of Department wise Study Material on the College website for the benefit of the Students.

The College is digitally enabled for Examination Registration ,Admit Card/Hall Ticket issuance & Online Results. The College has also successfully conducted Online-Exams during this Academic Session.

The Students are also motivated to take part in various courses through Swayam, & MOOCS

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.sdwcrgp.ac.in/ict.php

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

41

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

30

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

5

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

289

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Sambalpur University guidelines relating to internal assessment syllabus, course-wise examination pattern are communicated to the students through the respective departments. The university circulars in this regard are circulated to the faculty members and administrative staff time to time and are also displayed on the notice boards for students. The internal assessment tests schedules are prepared in accordance to the University Academic schedule. The mid-term internal assessment schedules are informed in advance in the college academic calendar and are reflected in the website. The syllabus is informed department wise. Internal assessment test is conducted after the completion of 2nd Unit of each course as directed in the letter for 'Blended learning'. The internal assessment answer sheets are shared in the department to the students for self-evaluation of their performance after evaluation. An examination committee in the college level coordinates the internal and external practical examination related activities and communicates the following to the students, teachers and

**administrative staff regarding assessment or practical examinations.
The records of internal and practical assessment marks are
maintained both department wise and in the examination section. Both
hard and soft copies of the mark records are maintained for any
future reference.**

File Description	Documents
Any additional information	View File
Link for additional information	https://www.sdwcrgp.ac.in/pdf/63b6857018bc0.pdf

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

**As per Sambalpur University norms, grievances, complaints or
compliance, verification of marks regarding semester results can be
lodged within 30 days of publication of the results. However,
photocopies of answer scripts or practical examination marks or viva-
voce aren't supplied to the candidates. Grievances, complaints are
only to be sent by email to the Controller of Examination (COE) from
the email id of the Principal along with the forwarding letter with
relevant documents within 30 days of publication of the result. Any
grievance related to the internal assessment test marks, the student
can consult the particular subject handling faculty and the
Department HOD to resolve any evaluation or scrutinization issue.
Any grievance related to the University question paper in terms of
out of syllabus content, is immediately reported to Principal and
the Examination Section. The same is quickly informed to the
university via email and phone call.**

File Description	Documents
Any additional information	View File
Link for additional information	https://www.sdwcrgp.ac.in/pdf/63b6857018bc0.pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

**The PO, PSO's & CO's have been recently realigned by the respective
HOD's and their Faculty Members of the Department. Sensitization
program was conducted by the IQAC &Academic Bursar to ensure better**

understanding as regards to the changes to be incorporated and aligned as per the Model CBCS Syllabus. All our Faculty Members are actively involved in incorporating changes and subsequent dissemination among Students.

Academic Year commences with Induction & On-Boarding Program for the Newly Enrolled Students. The Students undergo a detailed Induction program wherein the respective HOD's ensure that each and every Faculty Member sensitizes the Students on the respective PO, PSO's & CO's. This is done to enable a Student to visualize and acclimatize themselves with the respective Departmental Academic Roadmap.

The PO, PSO's & CO's have been displayed on the Website for the benefit of all the Stakeholders.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.sdwcrgp.ac.in/popsoco.php
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The assessment tools and process used for measuring the attainment of each of the Program Outcomes and Program Specific Outcomes is mentioned below:

Method of assessment of PO's / PSO's .The program outcomes and Program Specific outcomes are assessed with the help of course outcomes of the relevant courses through direct and indirect methods. Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes. The knowledge and skills described by the course outcomes are mapped through classroom performance activities which consist of assignments like internal assignments / tutorials and home assignment. To ensure if the students have achieved desired level of competencies two internal tests are conducted per semester to evaluate whether corresponding COs are achieved or not. At the end of each semester, university conducts examinations based on the result published by the University, the course outcomes are measured. The program outcomes are assessed and Program Assessment

Committee concludes the PO attainment level. Indirect methods involve the feedbacks of students on the framed questionnaires.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.sdwcrgp.ac.in/pdf/PO,PSO,CO.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

215

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.sdwcrgp.ac.in/result.php

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://www.sdwcrgp.ac.in/pdf/6371deec0cbf9.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

00

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

00

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

44

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during

the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

03

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

00

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The Institution organizes several activities that are carried out under the supervision of Programme Officers and NSS/YRC volunteers and NCC unit. The student volunteers visit neighboring localities and conduct various activities regularly. These activities include cleanliness campaign, Tree Plantation Drives, Road Safety Rallies, Oath Taking Activities, Environmental Awareness Seminars, Swachhata Abhiyan and significant Days of Observation. These activities are having a positive impact on the students. It provides them an exposure to interact with the outside world and helps them develop leadership skills and team work. The students actively participate in activities like seminars, surveys, rallies, campaigns, presentations, debates, etc. on topics dealing with vital social, political, economic, ethical and environmental issues of the time. NCC Unit aims at developing qualities of leadership, patriotism, maintaining discipline, spirit of self sacrifice and adventure.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/pdf/636f373c46295.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

28

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2512

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

3

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Over the years the College has initiated a lot of projects towards Infrastructure Development in the recent years.

Classrooms – 25 Classrooms out of which 2 Classrooms are ICT enabled with Projector, Wi fi facilities (Every Department has 1 Classroom enabled with Departmental Book bank and some department with Laptop/Desktop).

Laboratories - 7 well equipped Laboratories which include UG -Science/Arts (Home science, Education)

Library and reading room – The college has also sound library and reading room facility which are continuously used by the day scholar and boarders.

Well developed and maintained Herbal and Botanical Garden facilities

Smart/Virtual Classroom - The College also has 1 no of Smart Classroom facilities which are being used regularly.

Hostel – Two nos of G+2 Hostel for the tribal students of the area with an intake capacity of 200.

Recently construction of a new academic building is going on with 7 nos of class rooms, one laboratory, one computer lab and toilet blocks , funded by WORLD BANK under OHEPEE.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sdwcrgp.ac.in/ict.php

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution covers an area of 800 sq. ft. The college provides a well-equipped and accessible gym to engage students in physical exercise. The college has recreational facilities like indoor games-chess & carrom, common room having facilities of daily news papers and magazines are available. A gymnasium room and a Yoga field is available inside college campus. The gym equipment includes gym cycle, treadmill, dumbbell, rowing machine; etc P.E.T in charge acts as an instructor for gymnasium. Currently, we lack a proper sports field inside the college campus, so any sports related events are carried out in the local Community stadium situated inside the town which is within the radius of 650 meters of the Institution. Within the college campus we have a kho-kho field .There is an outdoor stage that is used as for celebrating all cultural events or social activities. It was established in the year 2004 and is spread in area of 1200 sq.ft. The Cultural Committee organizes cultural events regularly such as Annual Day, significant days of observation and Days of National importance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sdwcrgp.ac.in/sports.php

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

02

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

02

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.sdwcrgp.ac.in/notice/636f2de728d 85.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

6,62,983.00

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Our library management system is designed to manage all the functions of a library. It helps librarian to maintain the database of new books and the books that are borrowed by members along with their due dates.

This system completely automates our library activities. The best way to maintain, organize, and handle countless books systematically is to implement a library management system software.

One can find books in an instant, issue/reissue books quickly, and manage all the data efficiently and orderly using this system. The

purpose of a library management system is to provide instant and accurate data regarding any type of book, thereby saving a lot of time and effort.

Software Solution

1. Library Management System LMS - 2.0 2. Barcode enabled. All the books are stickered with accession number barcode.

3. Online Linkage with Website, where students can see the list of the books from the website.

4. Students and Staff can see online and check the status.

5. Defaulter List.

6. College ID cards have been configured with Barcode to access the status.

7. One Card Solution – Same ID Cards are used in Library as student's college ID cards.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.sdwcrgp.ac.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	D. Any 1 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals

during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4,40,337.oo

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

21

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The Institution at present has 17 computers for carrying out all the Administrative and administrative work. Out of which 5 computers are with latest configuration of Windows 10. Printers and scanners are also available for smoothly carrying out college activities like admission and accounts work. A total of 5 Jio-fi devices are along with jio fibre

available with band width 100 MBPS/. The Library and reading room is provided with 03 computers and printers. The browsing centre in the library gives access to e-learning materials in the reading room. A seminar room with a functioning projector and LCD screen is made available to the all the departments to carry all academic activities and seminars or webinars. A biometric device is also installed for electronically recording the regular attendance of the staff in the college. The college hires resources from outside for

maintenance of the computers and other accessories. Two SAMS Lab with four computers attached , two computers in accounts section, one computer each in examination and establishment section with wi fi facilities for official works.

A computer lab is under construction funded by WORLD BANK under OHEPEE.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.sdwcrgp.ac.in/ict.php

4.3.2 - Number of Computers

17

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**B. 30 - 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

27,51,663.00

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Being a Non Government Aided College we are governed by the rules and regulations prescribed by the Department of Higher Education along with resolutions by the Governing body. Minor maintenance work is carried out by the College as per DHE guidelines Govt. of Odisha and all major maintenance work is carried out by taking prior approval/ resolutions from the President GB.

The IQAC has taken steps to Define and Disseminate/Display "Do's &Don'ts" of Laboratories, Library, Classrooms, Seminar Halls, and Sports Complex. Physical Display Boards have been installed in places within the respective facilities.

An Annual maintenance contract is in place to address repair and maintenance work of, Drinking water with RO machines, Computers, Printers etc. The Smart/Virtual Classrooms are also regularly maintained as and when needed.

However the College has a Maintenance Committee who is responsible for the overall upkeep of the College premises along with all the other facilities. IQAC remains the custodian to drive and ensure smooth and timely resolutions for all issues.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sdwcrgp.ac.in/pdf/Maintenance%20 Policy.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

628

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

17635

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to institutional website	https://www.sdwcrgp.ac.in/pdf/639c02b4ef7ba.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

136

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

136

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

07

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

39

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

examinations) during the year

00

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at univer sity/state/national/international level (During the year) (Data Template)	[View File]()

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Student Council ofS.D.Womens College is a representative body that allows the students to be involved in the different affairs and activities of the Institution. It also allows them to work in partnership with the management, staff and parents for the benefit of the Institute and its students. Student Council ensures maximum involvement of student in academic, administrative and extracurricular activities of the institute. It acts as a building bridge between students and administration. It also gives opportunity to students to represent college at various levels.

Functions of the student Council:

- **Co-ordinate with the Students Representative team as and when they require assistance**
- **Organizing different social activities under the various Units NCC/NSS/YRC**
- **Assisting and organizing seminars, placement cell activities and field activities**
- **Participating as a representative in Internal Quality Assurance Cell to ensure smooth functioning and implementation policies , in providing valuable feedback to the Institution**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

2

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institute is having a registered Alumni Association formed under Odisha State govt. initiative named as "MO COLLEGE ABHIJAN

PARICHALANA SAMITI" (MCAPS) from the year 2019-20. The implementation of this programme gives a platform to the students(alumni) to get connected with their alma matter and contribute to its betterment. A College Level Committee (CLC) headed by the Principal, two senior representatives of the college Development Committee, three alumni of the College nominated by the Principal, two or more members not limited to field of arts, literature, design, advertising, science, engineering, social work and sports and a Mo-College Co-Coordinator to be nominated by the Principal is formed to carry out all alumni related activities as per the State Govt. guidelines

File Description	Documents
Paste link for additional information	http://www.sdwcrgp.ac.in/alumni.php
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Our Mission

To impart quality and value based education nurturing our young minds and improving them to strive to create the sustainable environment based on quality, justice and bring holistic development of the student. To develop the institution as the centre of Excellence by equipping it with the latest infrastructure facilities like class rooms, computer laboratories.

Our Vision

The founding Mother (Late Sarbati Devi) of Sarbati Devi Women's College had envisioned this institution in a remote area of Sundargarh district to be a center for nurture and growth of girls

from the weaker sections of the society like Scheduled Tribes and Scheduled Caste , the women , the minorities , the Socially and Economically Backward Classes etc.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/mission.php
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution focuses on practicing Decentralization and Participative Management. The smooth conduct of administration through decentralization and engagement of faculties through participative work is achieved by constituting various bodies like the various committees. For proper implementation of all schemes several committees are formed. Working plans are designed for all functionaries. All committees are constituted keeping in mind students' welfare and development along with Proper running of the institution. These committees are constituted to address any issues and organize various academic activities for effective management of the institution

NAAC-IQAC COMMITTEE

Academic Committee

Examination Committee

Time-Table Committee

Library Management committee

Anti-Ragging Committee

Grievance Redressal Cell

Hostel Management Committee

Sports Infrastructure Committee

Purchase Committee

ICC (Internal Complaints Committee) and other committees formed from time to time as a means of participative management.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/committees.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Strategic plan is deployed through systematized Plan of Actions, Implementation of Plans, Resource utilization.

INSTITUTION

- To improve NAAC score
- Facilitate innovative teaching, learning and assessment methods
- Enhance frequent use of ICT for teaching and learning
- Upgrading the infrastructure of the institution and expanding hostel facilities
- Strengthening computer lab facilities in the Institution
- To initiate more number of industries and institution interaction within the district and the state
- To enhance the use of E-Governance

STUDENTS

- To encourage students to participate in inter, intra and national level sports events
- To strengthen l counseling, mentoring system and other student support services
- To motivate students to aspire for higher studies and placement

FACULTY

- To encourage faculty to upgrade their academic qualification
- To motivate and empower faculty to use ICT tools to enhance the teaching learning experience.
- To emphasize on enhancing the professional skills of the faculty through participation in various workshops and faculty development programmes

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.sdwcrgp.ac.in/iqac.php
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Institution has a Governing body to monitor and achieve the vision and mission of the institution. It is a Policy making body of the Institution and meets frequently and discusses the agenda prepared by the Principal. It reviews the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions. The budget of the current academic year is finalized. All new proposals are discussed and decisions are taken. To constitute committees, sub committees & standing committees for specific purpose and delegating appropriate powers. The IQAC is responsible for maintaining quality parameters for various academic and administrative activities. It also monitors the quality improvement in academic activities.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/gb.php
Link to Organogram of the Institution webpage	https://www.sdwcrgp.ac.in/pdf/ORGANOGRAM.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures in accordance with the policies formulated for aided colleges for teaching and non -teaching staff: Maternity benefits as per norms. Pregnant woman and women with infants are given special consideration to carry out their jobs and responsibilities in a comfortable environment. Study leave for pursuing higher studies, Disbursement of advance salary to various staffs in various occasions .Provident fund for all the employees who fall under the eligibility criteria as per Govt. norms. The Institution has a welfare mechanism in place, for teaching and non-teaching staff. The various welfare schemes are: Maternity benefits as per norms, Leave Travel allowances and dearness allowances, Employees provident fund as per PF rules, Encashment of earned leave at the end of services, Timely credit of salary to the bank account of employees .

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	**No File Uploaded**

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

00

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	**No File Uploaded**

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Odisha Government has a system for processing of the e-PAR (Performance Appraisal Report) with respect of the Group-A & B officers of the State for the year 2020-21 through HRMS. (Human Resource Management System) PAR which stands for Performance Appraisal Report, is the way of confidential reporting which has been recognized as a tool for human resource development. There are three levels of assessment in the confidential reporting process . Teaching- staff are eligible to upload their Performance Appraisal Report online at the end of each academic session in the month of April to the Reporting Authority i.e., the Head of the Institution / Principal. The Reporting Authority validates with his own remarks in the month of May to be forwarded to the Regional Director of Education, Sambalpur for onward transmission to the Director, Higher Education, Odisha for final remark. The hierarchy of the Government officers involved in this module is; 1. Appraise / Custodian 2. Reporting Authority 3. Reviewing Authority 4. Accepting Authority So far there is no provision for performance appraisal system for the non teaching employees in the institute.

File Description	Documents
Paste link for additional information	http://apps.hrmsodisha.gov.in/index.htm
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

As per provision under section 12 (1) of Odisha Education Act,1969 read with Odisha Local Fund Audit Act, 1948, the accounts of aided colleges shall be maintained in the manner prescribed and are subject to yearly audit by the Local Fund Audit. Accordingly, The Odisha Aided Educational Institutions' Accounting Procedure Rules, 1985 and Guidelines for implementation of web based accounting system CAPA in aided educational institutions have been issued vide Higher Education Department Office Memorandum Nos 6388/HE, dated 16.03.2016 and 13882/HE, dated 31.05.2016

Internal audit is conducted half yearly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through the Principal. External audit is conducted once in every year by an external agency. Before the commencement of every financial year, principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management. College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, and non – recurring expenses like lab equipment purchases, furniture and other development expenses. The expenses are monitored by the accounts department as per the budget allocated by the management. Process of the internal audit: All vouchers are audited by an internal financial committee on half yearly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers.

File Description	Documents
Paste link for additional information	http://capaodisha.nic.in/welcome
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

00

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	**No File Uploaded**

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

As our Institution is non-government aided institution, so allotment of budget is done by Higher Education Department. Government allots budget for salary, liveries, consumable items and contingencies. The Institution mobilizes its funds received from development fees collected during admission and readmission, State government under (OHEPEE) on various Heads of Expenditures of the College. Institutional strategies for mobilization of funds and the optimal utilization of resources budgeting and optimum utilization of available finance is the key to proper running of any institution.

Purchase Committee is constituted in accordance with instructions from higher education department. This committee takes decisions regarding the expenditure of amalgamated fund charged from admitted students every session. Principal of the institution is the Chairperson of the committee. Purchase Committee of college looks after the budget and expenditure and proper utilization of procured resources. The funds are utilized with proper approval from Principal and higher authorities.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/roles.php
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels. The Institute IQAC regularly meets every three months.

Function of IQAC

- **The Institute IQAC prepares, evaluates and recommends Action Taken Reports**
- **Collecting and analyzing Stakeholder's feedback**
- **Preparation of Annual Quality Assurance Report (AQAR)**
- **Collecting Students feedback and suggestions on teaching and administrative performance through the Suggestion Box located outside Principal Office and Hostel Campus.**
- **Improvement in quality of teaching and learning by regular inputs to all departments based on feedback from students**
- **Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff**
- **Quality initiatives in the form of seminars ,workshops, faculty development programme and to enhance the quality of teaching learning process**
- **Enhancing and upgrading library and sports facilities**
- **Periodic review of performance of teaching and non teaching staff**
- **Organizing meetings of Alumni Association**

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/pdf/63918789ad4c0.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Teaching learning process is continuously reviewed by the IQAC

- **The Head of the departments and the mentors.**
- **Structured feedback is taken from the student and all other stakeholders.**
- **The feedback received is analyzed and appropriate action is taken to meet the standards.**
- **Student-Parent-teachers meetings are conducted and the suggestions relating to teaching learning process are considered for further improvement.**
- **Subject is allocated based on the proficiency of the teachers.**

- **Time tables is prepared with specific time allotted for seminar activities, tutorials for slow learners**
- **Faculty members prepare lesson plans correlating it with the Course Outcomes (COs), Program Outcome (POs) and Program Specific Outcome (PSOs)**
- **They also arrange a Course file which contains university syllabus, previous year question papers, theory and objective questions, class test question papers, slow learner activity schedule and course attainment document. Further it is verified by the Academic Coordinator/ HOD and Principal.**
- **Effective internal examination and evaluation systems**
- **Continuous monitoring of attendance and academic performance of students through Department Record Keeping**

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.sdwcrgp.ac.in/aqar.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The functioning of the Women's Cell, Anti-Ragging Cell, Grievance Redressal Cell and Anti-Harassment Cell in the Institutionensures the well-being of our students. The Institute has taken several measures to enhance safety & security of students inside thecampusby constituting Internal Complaints Committee (ICC), installing CCTV cameras & by providing 24 hours *7 days security. Women security guard is appointed on the premises of the Institute to ensure the safety of women.The issue of gender inequality is also included in the curriculum of Ethics & Value Paper of the undergraduate program – to make the curriculum gender sensitive.

File Description	Documents
Annual gender sensitization action plan	https://www.sdwcrgp.ac.in/pdf/639429ec26fff.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.sdwcrgp.ac.in/images/639427d951dd6.jpg

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The biodegradable waste includes food wastes, rotten food, vegetable peel and mostly wet kitchen waste, canteen waste, wood, paper, etc. Non-biodegradable wastes include plastic, tins, glass bottles,

metals, cardboard materials etc. Dustbins are allocated at various corners of the college for routine waste disposal separating dry waste and wet waste. These wastes are then emptied in movable containers and carts of the municipality.

The municipal corporations in specific wards and divisions dispose the waste. Recyclable waste is segregated and disposed through vendors on the need basis. Sanitary napkins waste is safely disposed in a hygienic and user-friendly way using an incinerator fitted in hostel campus. The e- waste is collected separately and is handed over to the vendors for recycling and disposal. UPS Batteries are recharged, repaired or exchanged by the suppliers. Rainwater harvesting facility is done in two blocks of the building to collect rainwater from the roof of all buildings. In the buildings, sufficient plumbing connections are provided to trap the rain water from the roof tops. Underground connections are ensured to connect the collected water from the roof top to the rainwater recharge pit which is in an area of 200square ft. The water collected is utilized for gardening and outdoor cleaning purposes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.sdwcrgp.ac.in/images/639427756238c.jpg
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	`C. Any 2 of the above`

File Description	Documents
Geo tagged photos / videos of the facilities	`No File Uploaded`
Any other relevant documents	`No File Uploaded`

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	`E. None of the above`

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	`No File Uploaded`
Certification by the auditing agency	`No File Uploaded`
Certificates of the awards received	`No File Uploaded`
Any other relevant information	`No File Uploaded`

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5.	`D. Any 1 of the above`

Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution celebrates the uniqueness of people from different backgrounds and help in building up a more inclusive environment; this eventually leads to increased productivity, satisfaction, and profitability. S.D. Women's College has taken initiatives to celebrate and observe days of national and regional importance. The institution believes in equality of all cultures and traditions as is evident from the fact that students belonging to different caste, religion, regions are studying without any discrimination. The institution has diverse socio-cultural and linguistic background and tolerance towards cultural, regional, linguistic, communal socio economic and other diversities. The national festivals, birth anniversaries and memorials of great Indian personalities are celebrated with great fervour like Mahatma Gandhi, Sardar Vallabhbhai Patel, Pandit Jawaharlal Nehru, Dr. Bhimrao Ambedkar, Sarvepalli Radhakrishnan, Lal Bahadur Shastri. On birth anniversary of Sardar Vallabhbhai Patel on October 31, institution celebrates Rashtriya Ekta Diwas (pledge is taken by staff and students on National Integration Day) every year.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

As a responsible citizen both students and employees of the Institution are morally obligated. So the College reaches out to the students and employees in general by organizing extension activities like Constitution Day, Road Safety Week, Van Mahotsav, NSS Day, and Blood Donation Camp where everybody is encouraged to participate. Republic Day and Independence Day is annually celebrated to imbibe constitutional values, rights and duties. Awareness Program and talks are conducted to sensitize about duties and responsibilities of citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

S.D. WOMEN'S College celebrates and organizes national and international commemorative days, events and festivals. The Faculty members, Staff and students of the institution all come together to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout. National festivals play a significant role in imparting love for one's nation and helps in developing feelings of patriotism among the students and staff members. Republic day- The institution celebrates Republic day on 26thJanuary every year, commemorating the adoption of Indian constitution and spreading the message that India is the largest democratic country in the world. Independence Day is celebrated every year on 15th of August. Parade by NCC students and flag hoisting ceremony is organized to mark the freedom of India from the shackles of British rule. The institution encourages students to celebrate the spirit of freedom and new thinking on this day. International Yoga day is celebrated on 21st June every year. The Physical Education instructor organizes the yoga event and a talk is conducted to create awareness about Yoga.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Two Best Practices of the Institution are:

Yoga Classes and Mentoring System

File Description	Documents
Best practices in the Institutional web site	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within

200 words

UPLIFTING AND BOOSTING THE FIRST-GENERATION STUDENT-LEARNER

A first-generation student is defined as a learner or a student whose parents or legal guardians have not ever gone to a college for building their academic skills. The first-generation students are the very first in their family to earn a bachelor's degree in any college or university. A large number of students in the Institution predominantly belong to a rural economy. More than 600 students of our Institute are benefitted by the National Scholarship Programme. To prepare for various competitive examinations like Banking, Railways, SSC, etc. free coaching and learning materials is provided through SUDAKSHYA and similarly we are also imparting free coaching and learning materials for JEE and NEET in collaboration with MOTION EDUCATION, KOTA.RAJASTHAN. Faculties are encouraged to build a personal relationship with the students under the mentorship system. The institute creates a friendly environment by allowing and enabling the rural students to hone and exhibit their skills in the field of Sports, Education and Community welfare. The students also get support and encouragement to participate in activities being organized at other institutes/universities to help them develop public speaking skills and to be more vocal about their ideas, opinions and expressions, which is the need of the hour in today's competitive world. NSS and NCC units are also established in the institute through which students get opportunity to understand and learn social and national obligations.

File Description	Documents
Appropriate web in the Institutional website	[View File]()
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

- **Renovation of Main college building**
- **Construction and Commencement of new academic building for classrooms**
- **Construction of chemistry and zoology laboratory, construction of hostel building with capacity of 200 beds**
- **Strengthening ICT facilities**
- **Availability of E-Resources through E-Shodh Sindhu Nlist**
- **Strengthening Waste Management System**
- **Enhancing Reading Room facilities**
- **Self-Defense Training program for girls**
- **Thrust on Experiential and Participative learning**