YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	**SARBATI DEVI WOMENS COLLEGE, RAJGANGPUR**
• Name of the Head of the institution	**MR.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	
• Affiliated / Constitution Colleges	
• 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.	**06624 220352**
• 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/63f6f6d42ad71.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/64b4fd98d3a14.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
Dept. of Higher Education	OHEPEE	WORLD BANK	2022-23	18,448,500/-
Dist. Administration, Sundargarh Zilaparishad	special development fund	Zila parishad, Sundargarh	2022-23	1.25cr
Dept. of Higher Education	Infrastructure Dev	State Govt	2022-23	30,00,000/-
Dept. of Higher Education	Laboratory equipments	State Govt	2022-23	10,00,000/-

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	4	
• 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)

IQAC initiatives to be assessed in AAA (Academic and Administrative

Audit)
Construction of Academic Building under Infrastructural Development of College under World Bank Assisted Program (OHEPEE)
Conducting Capacity Building Program to improve skills like communication skills, digital skills, interview skills etc.
Quality ,environment and energy audits
Conducting Field trip Activities to promote experiential learning

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

Plan of Action	Achievements/Outcomes
Academic Audit	Academic Audit was conducted first at department level by IQAC by adhering to the following things: Curriculum completion, Syllabus and CO-PO-PSO mapping, CO-PO-PSO Attainment, remedial classes, maintaining academic records of students, mentoring and counseling of students under mentor-mentee system & use of ICT in teaching learning process. The academic audit was carried out by Prof. Pradipta Kumar Behera, Director IQAC, Sambalpur University.
Infrastructural Development of College under World Bank Assisted Program(OHEPEE),PHASE-II	A Kick off meeting between HEI authority, with executive and Sundargarh (Road & Building) Division, Sundargarh, Principal, Mr. Bipin Choudhury, Civil Nodal Officer, Administrative Bursar, IDP Coordinator, Accounts Bursar were present for the meeting. The contract document was handed over to HEI by Engineers.contractors engineers and Contractors was held on 23.6.22. The executive Agency PWD-Superintending Engineer

Quality ,environment and energy audits	The following units were formed i.e. Quality Management System (QMS), Environment Management System (EMS) Energy Management System (EMS) Committees to coordinate and start the work beginning with a preparatory meeting and divide work as a team and to formulate policies regarding the same. Auditing Agency were contacted to recognize, diagnose and resolve the environmental problems and to seek the best protocols suggestions and improvements for adding to sustainable development
Promoting Experiential Learning	In order to help students learn through experience and to provide experiential learning opportunities apart from the traditional form of learning environment to the students many dept. organized field trip or other peer activities.
Conducting Career counseling sessions	Two-career counseling sessions were organized. One on the topic "PG Guidance and Psychometrics Test" by Resource person Dr. Chanakya Kumar Jha, Managing Director Western Business School, Pune and the other on Cyber Security by Mr.Chandiprasad Maharana from CISCO NIIT FOUNDATION, New Delhi.
13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
PRESIDENT, GOVERNING BODY	03/08/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	19/02/2024

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.

We welcome the NEP: 2020 as a visionary policy document for educational transformation in the country. We have two programs- Humanities (6subjects), Science (5 subjects) College has ample opportunities to study multidisciplinary courses when state government will introduce NEP in Odisha.

16.Academic bank of credits (ABC):

At present the Institution provides Choice based Credit Sytem(CBCS), as the Institution is affiliated 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 have been capturing ABC IDs of the students and attached to Sambalpur University.

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. In addition to the above, we have partnership with Nandi Foundation – Tech Mahindra Group to take Mahindra Pride classes which includes in improving Life skills, Soft Skills, Communication Skills, Presentation Skills and Interview skills of the students.

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

India is known for the wisdom of its people since time immemorial. India appears to have remained aged of others in Science, Arts, Commerce, Sculpture, until about the 17th century. Destroying Macaulayan system, e have to bridge with Ancient Indian knowledge heritage and modern science and humanities. The text books on IKS are yet to be prepared by universities and policy makers. Our college will be best platform to introduce special course design on IKS when the state universities make it applicable here.

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

At present the CBCS course pattern is in force at UG level by the

university. All the courses in 2 programs are based on OBE. In NEP the focus is on OBE clearly. We are eager to introduce more courses/subjects focusing on OBE when NEP will be introduced in our state.

20.Distance education/online education:

We at our college as it's an affiliating college does not have Distance Education facility or outline education system but if NEP introduced in our state, then all preparedness for online teaching will be available here. Smart classrooms, Fiber internet connections with 100mbps and LCD, projector facility are there.

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	**866**

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	**222**

File Description	Documents
Data Template	View File

3.Academic

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

File Description	Documents
Data Template	View File

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

File Description	Documents
Data Template	View File

4.Institution

4.1	**25**
Total number of Classrooms and Seminar halls	
4.2	**24318374.34**
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	**17**
Total number of computers on campus for academic purposes	

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

The Curriculum used by the college is aligned with Model CBCS Syllabus which has been 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/64b4fd98d3a14.pdf

1.1.3 - Teachers of the Institution participate in **A. All of the above**
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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

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

13

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)

03

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

305

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

305

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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	[View File](#)
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

230

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/64ca35a680809.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

`248`

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

`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 classes are a part of the College Time-Table and strict compliance is ensured.

File Description	Documents
Link for additional Information	https://www.sdwcrgp.ac.in/notice/64d713dbb90b8.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
866	32

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 institute focuses on the student-centric methods of enhancing lifelong learning skills of students. Along with the traditional mode of Lecture classes, Interactive Methods, Project Based learning, Study Tours, Industrial Visits, Student Exchange Program etc. are infused 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. Seminar Presentation – Students develop technical skills while presenting papers in seminars. 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 be able to Visualize, Conceptualize, Comprehend, Experience and Apply. Every Department uses various combinations of Interactive Learning to ensure and enhance academic impact on the Students.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.sdwcrqp.ac.in/department/64a948e15e232.pdf

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

The faculty members of SD Women's College use the IT enabled learning tools such as PPT, Video clippings, online sources, to expose the students for advanced knowledge and practical learning. Use of ICT by Faculty:

Presentation Tools: Faculties are encouraged to use power-point presentations in their teaching by using projectors and the screen. They are also equipped to use online search engines and websites to prepare effective presentations. Multi-sensory Lecture delivery- Use of text, graphics, animation, sound and audio inputs in online classroom teaching Representational Tools: Teaching complex information and critical thinking calls for the use of graphical representations like Contextual diagrams, Data flow diagram, flowcharts, story boards, etc. Mentors often inculcate these tools in their teaching activities. Online Assessments- Faculties also prepare assessments for students after the completion of units using GOOGLE FORMS. Video lecture- Video based learning provides better communication opportunity, allows for brainstorming concepts and ideas. Interactive video lecture links are provided to retain the learning. Students can easily able to access these links via Department whatspp groups and email using their phones.

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

42

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

32

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

06

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

32

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 notice board and are reflected in the website. The syllabus is informed department wise. The internal assessment performance scores 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 is uploaded in the college website as submitted by the respective HOD's and their Faculty Members of the Department. Sensitization program is 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.. 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. The PO, PSO's & CO's have been displayed on the Website for the benefit of all.

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

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. 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/64afb64924e59.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

222

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/64b0fb2e7a604.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)

0

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

0

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

43

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	**No File Uploaded**
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

0

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. The students are motivated to develop 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/64afb1baa41e7.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

09

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

45

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

4286

File Description	Documents
Report of the event	View File
Any additional information	View File
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

03

File Description	Documents
e-copies of linkage related Document	[View File](#)
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

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
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 3no of Smart Classroom facilities which are being used regularly. Hostel – Two numbers of G+2 Hostel with an intake capacity of 220

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.sdwcrgp.ac.in/

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

The college has recreational facilities like indoor games chess & carom, common room having facilities of daily news papers and magazines are available. The institution covers an area of 800 sq. ft. The college provides a well-equipped and accessible gym to engage students in physical exercise. 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.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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

19930164.50

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	**No File Uploaded**
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)

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 access and read books online using NLIst user id and password.

5.. Student ID cards are used as Library ID Cards.

7.The library provides reprographic service and internet service.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.sdwcrgp.ac.in/library/search_book.php

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   **B. Any 3 of the above**

File Description	Documents
Upload any additional information	[View File](#)
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)

171876.00

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
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

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. Wifi facility is available with bandwidth 100MBPS/. 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 Wifi facilities for office work is also available.

File Description	Documents
Upload any additional information	View File
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   A. ? 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)

4388209.84

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts.	**No File Uploaded**
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.sdwcrqp.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

703

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

13

21-02-2024 10:37:07

File Description	Documents
Upload any additional information	View File
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.sdwcrqp.ac.in/pdf/64cccdbf5ece1.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

434

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

434

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

A. All of the above

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

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

11

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

24

21-02-2024 10:37:07

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	<u>View File</u>

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

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.

09

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)	<u>View File</u>

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)

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	https://www.sdwcrgp.ac.in/pdf/64fffa93ed58a.pdf
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

15

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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	https://www.sdwcrgp.ac.in/alumni.php
Upload any additional information	View File

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 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.

Participative Management is reflected in formation and functioning of different Committees as: IQAC COMMITTEE Academic Committee, Administrative Committee, Alumni Committee, Grievance Cell Discipline Committee, Cultural & Sports Committee, Library Committee, Budget Committee, Extension activities Committee, Quality Management System (QMS) committee, Environment Management System (EMS) committee, Energy Management System (EMS) committee, placement committee, career counseling Committee, Admission Committee, Anti-Ragging Committee, Women sexual Harassment Cell College Level Examination Committee, Girls Common Room secretary Student Cultural/Sports Secretary Career Counselling Cell.

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

Strategic Plan

To improve the employability skills of the students

Focus on skill development and value oriented courses

To establish Memorandum of Understanding with various organizations for Faculty Exchange Programs and skill development training

To encourage social values through participation in Extension activities

Fostering experiential learning

Installation of 3 Smart boards and Projectors with screen to improve ICT enabled classrooms

Implementation

The college established functional Memorandum of Understanding with various organizations

Capacity Building programs were organized for skill development

Smart boards have been installed in class rooms and LCD projectors with screens have been fixed in classrooms

Various departments organized study Tours and other activities to promote experiential learning.

Ethics and Value added as a compulsory course throughout all the semesters.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://www.sdwcrgp.ac.in/pdf/63918789ad4c0.pdf
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	https://www.sdwcrgp.ac.in/pdf/64d9cf170a649.pdf
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

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

03

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

01

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)	View File

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	https://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

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.

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

File Description	Documents
Paste link for additional information	https://sdwcrgp.ac.in/pdf/65d4507ed71b0.pdf
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)

12,50,001/-

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

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

IQAC takes different quality initiatives in the form of seminars and outdoor activities and field visits to enhance the quality of teaching learning process. Regular meeting with all stakeholders for their opinions and advices for quality improvement. Analysis about the feedback received from all stakeholders is informed through website portal for further improvement and correction. Feedback analysis is received from Students. Encourage and provide support for quality improvement in teaching, research & administration. Documentation of the various programs /activities leading to quality improvement. Collection, maintenance and analysis of documents are prepared and maintained.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/pdf/64bf88669505a.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 IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and displayed in the Institutional website and notice board. Orientation Programme is organized for newly admitted students to make them aware of the vision, mission, teaching learning process, Biometric attendance system ,compulsory core courses and Value oriented courses, system of continuous evaluation, mid-term tests and term end exams, compulsory skill development

courses like Communicative English and Quantitative Aptitude and logical Reasoning, scholarship programs and benefits, extension activities and co-curricular activities in the college. Green initiatives and Sustainable Development goals, maintenance of lesson plan registers and student profile, analyzing academic performances by respective Departments. Internal academic audit by IQAC and Academic Audit is done from the affiliated University.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/pdf/646ad161ddba7.pdf
Upload any additional information	View File

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)

B. Any 3 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)	View File

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.As part of this course, students are informed about the legally enforced gender equality policies required by law in all working circumstances. The students are made familiarized with the concept of feminist relationships, responsibilities and gender identities

File Description	Documents
Annual gender sensitization action plan	https://www.sdwcrgp.ac.in/pdf/64ec7732e0f5d.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/safty.php

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Sarbati devi women's college is located on a beautiful campus of near about 2 acres of land area in the midst of the Rajgangpur town The whole campus is divided into 6 block including Academic and Non academic parts.. There are two girl's hostel building inside the

campus namely SILVER JUBILEE HOSTEL AND U.G.C HOSTEL. The college has adopted the Green Audit System for environment conservation and sustainability. There are main three pillars I.e. zero environmental foot print, positive impact on occupant health and performance and 100% graduate demonstrating environmental literacy. The goal is to reduce co2 emission, energy and water use, Biodiversity conservation while creating an atmosphere where student can learn and be healthy. The college administration works on the several facets of Green Audit including waste management, paperless work, hazardous chemical management, solid waste management, tree plantation, biomedical waste management and E-waste management for encouragement of environmentally friendly behavior.

OBJECTIVES:

The main objectives of solid waste management system in the campus are to promote the environment management and conservation in the college campus.

1) To identify and categories waste for environment sustainability.

2) To introduce aware students to real concerns of environment and its sustainability.

3) To cut down the threats posed to human health by analyzing the pattern and extend of resource use on the campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.sdwcrgp.ac.in/pdf/64e980cade61f.pdf
Any other relevant information	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

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**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

B. Any 3 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

B. Any 3 of the above

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. 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).

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.

On 15.11.2022 Veer Birsa Munda Jayanti was celebrated at Sarbati Devi Women's College Rajgangpur Sundargarh in the Presence of students and all staff members. On this occasion students had dressed themselves with traditional saree and welcomed guests with folk songs along with folk dance.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
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

Every Year the Institution observes Constitution Day on 26th November where The Dept. Of Political Science organizes various activities creating awareness about Constitution. Also The Institution puts high priority in observing days of National Importance which include Republic Day & Independence Day. Also in order to encourage citizens, especially first-time voters, to exercise their right to mark the ballot, the Institution yearly celebrates National Voters Day on January 25. On this day, the focus is on creating awareness about the need to take part in the electoral process. Republic Day is celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution. Independence Day is also celebrated every year to highlight struggle of freedom and importance of Indian constitution. Apart from this the students of all streams study constitution of India as a compulsory Ethics and Value paper in 2nd Semester paper which sensitizes the students about constitutional obligations.

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

A. All of the above

Conduct are organized

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	[View File](#)
Any other relevant information	[View File](#)

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

Voters Day is celebrated on 25th January wherein the students are given awareness on their duties and rights as a loyal citizen. International Yoga day is celebrated on 21st June every year. The yoga Instructor organizes the yoga session and a program is conducted to make everyone aware how Yoga embodies unity of mind and body;Republic day- The institution celebrates Republic day on 26thJanuary every year, the celebration includes the hoisting of national flag and spreading a warm message of nationalism. The institution celebrates Independence Day every year on 15th of August, by remembering our national leaders and their sacrifices. Constitution Day (Samvidhan Divas). Preamble is read and various contributions of different people is highlighted.Kargil Vijay Diwas- Every year Kargil Vijay Diwas is observed by the institution especially all the NCC students actively participate in it. Kargil Vijay Diwas is celebrated every year on 26th July.Rashtriya Ekta Diwas- On 31st October, 2022 National Unity Day or "Rastriya Ekta Diwas" is observed to commemorate the birth anniversary ofSardar Vallabhbhai Patel. The reason behind the celebration is tomake people aware of the ideas of staying together and uplifting society. National Unity pledge, is taken and various activities are organized.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
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.

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. 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. This year Yoga session and mentoring system are the two best practices adopted by the institution.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Our college provides quality education vis-a-vis encourage them to participate in extra-curricular activities like NSS, NCC, YRC, Rovers ranger and sports along with cultural and literary activities. This year the college is going to implement ISO certification which ensures the quality, safety, and efficiency of Educational services provided by institution. We have adopted Quality Management, Environment Management and Energy Management policy for the same and got ISO 9001, 14001, & 50001 certificates in the respective fields.

QUALITY MANAGEMENT POLICY

The Policy of the college is to:

- facilitate high quality and excellent learning experience for a diverse range of learners that will support lifelong learning and provide skills expected that of graduates
- Value, support and recognize excellence in teaching
- Meet the needs and expectations of our stakeholders
- facilitate learning by providing the academic support infrastructure and environment conducive to the provision of the highest standards in teaching and learning
- provide equitable access and broadening participation in higher education which are fundamental to "knowledge societies"
- Provide quality of opportunity i.e., the provision of opportunity to progress to higher qualifications or to secure employment commensurate with the qualification acquired at the college.
- Aim at continuous improvement in the quality and service provided.
- Obtain the commitment of all employees in the organization to quality as a collective responsibility.

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

The Curriculum used by the college is aligned with Model CBCS Syllabus which has been 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/64b4fd98d3a14.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	A. All 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	[View File](#)

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

13

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
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)

03

File Description	Documents
Any additional information	[View File](#)
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

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

305

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

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

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	[View File](#)
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

230

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/64ca35a68080 9.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

248

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

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 classes are a part of the College Time-Table and strict compliance is ensured.

File Description	Documents
Link for additional Information	https://www.sdwcrgp.ac.in/notice/64d713dbb 90b8.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
866	32

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 institute focuses on the student-centric methods of enhancing lifelong learning skills of students. Along with the traditional mode of Lecture classes, Interactive Methods, Project Based learning, Study Tours, Industrial Visits, Student Exchange Program etc. are infused 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. Seminar Presentation – Students develop technical skills while presenting papers in seminars. 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. Every Department uses various combinations of Interactive Learning to ensure and enhance academic impact on the Students.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.sdwcrqp.ac.in/department/64a948e15e232.pdf

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

The faculty members of SD Women's College use the IT enabled learning tools such as PPT, Video clippings, online sources, to expose the students for advanced knowledge and practical learning. Use of ICT by Faculty:

Presentation Tools: Faculties are encouraged to use power-point presentations in their teaching by using projectors and the screen. They are also equipped to use online search engines and websites to prepare effective presentations. Multi-sensory Lecture delivery- Use of text, graphics, animation, sound and audio inputs in online classroom teaching Representational Tools: Teaching complex information and critical thinking calls for the use of graphical representations like Contextual diagrams, Data flow diagram, flowcharts, story boards, etc. Mentors often inculcate these tools in their teaching activities. Online Assessments- Faculties also prepare assessments for students after the completion of units using GOOGLE FORMS. Video lecture- Video based learning provides better communication opportunity, allows for brainstorming concepts and ideas. Interactive video lecture links are provided to retain the learning. Students can easily able to access these links via Department whatspp groups and email using their phones.

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

42

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

32

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

06

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

32

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 notice board and are reflected in the website. The syllabus is informed department wise. The internal assessment performance scores 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.sdwcrqp.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 is uploaded in the college website as submitted by the respective HOD's and their Faculty Members of the Department. Sensitization program is 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.. 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. The PO, PSO's & CO's have been displayed on the Website for the benefit of all.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://www.sdwcrqp.ac.in/pdf/PO,PSO,CO.pdf
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.

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. 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/64afb64924e59.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

222

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/64b0fb2e7a604.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)

0

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

0

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

43

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	**No File Uploaded**
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

0

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. The students are motivated to develop 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/64afb1baa41e7.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

09

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

45

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

4286

File Description	Documents
Report of the event	View File
Any additional information	View File
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

03

File Description	Documents
e-copies of linkage related Document	View File
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

03

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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 3no of Smart Classroom facilities which are being used regularly. Hostel - Two numbers of G+2 Hostel with an intake capacity of 220

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

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor,

outdoor), gymnasium, yoga centre etc.

The college has recreational facilities like indoor games chess & carom, common room having facilities of daily news papers and magazines are available. The institution covers an area of 800 sq. ft. The college provides a well-equipped and accessible gym to engage students in physical exercise. 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.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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

`19930164.50`

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	**No File Uploaded**
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)

`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 access and read books online using NLIst user id and password.`

`5.. Student ID cards are used as Library ID Cards.`

`7.The library provides reprographic service and internet service.`

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.sdwcrgp.ac.in/library/search_book.php

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	**B. Any 3 of the above**

File Description	Documents
Upload any additional information	[View File](#)
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)

171876.00

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
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

23

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. Wifi facility is available with bandwidth 100MBPS/. 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 Wifi facilities for office work is also available.

File Description	Documents
Upload any additional information	View File
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	A. ? 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)

4388209.84

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts.	**No File Uploaded**
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%20Policy.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

703

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

13

File Description	Documents
Upload any additional information	View File
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/64cccdbf5ece1.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

434

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

434

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

A. All of the above

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

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

11

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

24

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

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.

09

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 university/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)
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	https://www.sdwcrgp.ac.in/pdf/64fffa93ed58a.pdf
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

15

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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	https://www.sdwcrgp.ac.in/alumni.php
Upload any additional information	View File

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 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.

Participative Management is reflected in formation and
functioning of different Committees as: IQAC COMMITTEE Academic
Committee, Administrative Committee, Alumni Committee, Grievance
Cell Discipline Committee, Cultural & Sports Committee, Library
Committee, Budget Committee, Extension activities Committee,
Quality Management System (QMS) committee, Environment Management
System (EMS) committee, Energy Management System (EMS) committee,
placement committee, career counseling Committee, Admission
Committee, Anti-Ragging Committee, Women sexual Harassment Cell
College Level Examination Committee, Girls Common Room secretary
Student Cultural/Sports Secretary Career Counselling Cell.

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

Strategic Plan

To improve the employability skills of the students

Focus on skill development and value oriented courses

To establish Memorandum of Understanding with various organizations for Faculty Exchange Programs and skill development training

To encourage social values through participation in Extension activities

Fostering experiential learning

Installation of 3 Smart boards and Projectors with screen to improve ICT enabled classrooms

Implementation

The college established functional Memorandum of Understanding with various organizations

Capacity Building programs were organized for skill development

Smart boards have been installed in class rooms and LCD projectors with screens have been fixed in classrooms

Various departments organized study Tours and other activities to promote experiential learning.

Ethics and Value added as a compulsory course throughout all the semesters.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://www.sdwcrgp.ac.in/pdf/63918789ad4c0.pdf
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	https://www.sdwcrgp.ac.in/pdf/64d9cf170a649.pdf
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

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

03

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	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

01

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)	View File

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	https://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

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.

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

File Description	Documents
Paste link for additional information	https://sdwcrgp.ac.in/pdf/65d4507ed71b0.pdf
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)

12,50,001/-

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

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

IQAC takes different quality initiatives in the form of seminars and outdoor activities and field visits to enhance the quality of teaching learning process. Regular meeting with all stakeholders for their opinions and advices for quality improvement. Analysis about the feedback received from all stakeholders is informed through website portal for further improvement and correction. Feedback analysis is received from Students. Encourage and provide support for quality improvement in teaching, research & administration. Documentation of the various programs /activities leading to quality improvement. Collection, maintenance and analysis of documents are prepared and maintained.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/pdf/64bf88669505a.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 IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and displayed in the

Institutional website and notice board. Orientation Programme is organized for newly admitted students to make them aware of the vision, mission, teaching learning process, Biometric attendance system ,compulsory core courses and Value oriented courses, system of continuous evaluation, mid-term tests and term end exams, compulsory skill development courses like Communicative English and Quantitative Aptitude and logical Reasoning, scholarship programs and benefits, extension activities and co-curricular activities in the college. Green initiatives and Sustainable Development goals, maintenance of lesson plan registers and student profile, analyzing academic performances by respective Departments. Internal academic audit by IQAC and Academic Audit is done from the affiliated University.

File Description	Documents
Paste link for additional information	https://www.sdwcrgp.ac.in/pdf/646ad161ddba7.pdf
Upload any additional information	View File

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)	B. Any 3 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)	View File

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.As part of this course, students are informed about the legally enforced gender equality policies required by law in all working circumstances. The students are made familiarized with the concept of feminist relationships, responsibilities and gender identities

File Description	Documents
Annual gender sensitization action plan	https://www.sdwcrgp.ac.in/pdf/64ec7732e0f5d.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/safty.php

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	**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

Sarbati devi women's college is located on a beautiful campus of near about 2 acres of land area in the midst of the Rajgangpur town The whole campus is divided into 6 block including Academic and Non academic parts.. There are two girl's hostel building inside the campus namely SILVER JUBILEE HOSTEL AND U.G.C HOSTEL. The college has adopted the Green Audit System for environment conservation and sustainability. There are main three pillars I.e. zero environmental foot print, positive impact on occupant health and performance and 100% graduate demonstrating environmental literacy. The goal is to reduce co2 emission, energy and water use, Biodiversity conservation while creating an atmosphere where student can learn and be healthy. The college administration works on the several facets of Green Audit including waste management, paperless work, hazardous chemical management, solid waste management, tree plantation, biomedical waste management and E-waste management for encouragement of environmentally friendly behavior.

OBJECTIVES:

The main objectives of solid waste management system in the campus are to promote the environment management and conservation in the college campus.

1) To identify and categories waste for environment sustainability.

2) To introduce aware students to real concerns of environment and its sustainability.

3) To cut down the threats posed to human health by analyzing the pattern and extend of resource use on the campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	[View File](#)
Geo tagged photographs of the facilities	https://www.sdwcrgp.ac.in/pdf/64e980cade61f.pdf
Any other relevant information	[View File](#)

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

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

B. Any 3 of the above

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	**No File Uploaded**
Any other relevant information	[View File](#)

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. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

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).

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.

On 15.11.2022 Veer Birsa Munda Jayanti was celebrated at Sarbati Devi Women's College Rajgangpur Sundargarh in the Presence of students and all staff members. On this occasion students had dressed themselves with traditional saree and welcomed guests with folk songs along with folk dance.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
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

Every Year the Institution observes Constitution Day on 26th November where The Dept. Of Political Science organizes various activities creating awareness about Constitution. Also The Institution puts high priority in observing days of National Importance which include Republic Day & Independence Day. Also in order to encourage citizens, especially first-time voters, to exercise their right to mark the ballot, the Institution yearly celebrates National Voters Day on January 25. On this day, the focus is on creating awareness about the need to take part in the electoral process. Republic Day is celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution. Independence Day is also celebrated every year to highlight struggle of freedom and importance of Indian constitution. Apart from this the students of all streams study constitution of India as a compulsory Ethics and Value paper in 2nd Semester paper which sensitizes the students about constitutional obligations.

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

A. All 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	[View File](#)
Any other relevant information	[View File](#)

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

Voters Day is celebrated on 25th January wherein the students are given awareness on their duties and rights as a loyal citizen. International Yoga day is celebrated on 21st June every year. The yoga Instructor organizes the yoga session and a program is conducted to make everyone aware how Yoga embodies unity of mind and body;Republic day- The institution celebrates Republic day on 26thJanuary every year, the celebration includes the hoisting of national flag and spreading a warm message of nationalism. The institution celebrates Independence Day every year on 15th of August, by remembering our national leaders and their sacrifices.

Constitution Day (Samvidhan Divas). Preamble is read and various contributions of different people is highlighted.Kargil Vijay Diwas-Every year Kargil Vijay Diwas is observed by the institution especially all the NCC students actively participate in it. Kargil Vijay Diwas is celebrated every year on 26th July.Rashtriya Ekta Diwas- On 31st October, 2022 National Unity Day or "Rastriya Ekta Diwas" is observed to commemorate the birth anniversary ofSardar Vallabhbhai Patel. The reason behind the celebration is tomake people aware of the ideas of staying together and uplifting society. National Unity pledge, is taken and various activities are organized.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
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.

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. 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. This year Yoga session and mentoring system are the two best practices adopted by the institution.

File Description	Documents
Best practices in the Institutional web site	[View File]()
Any other relevant information	[View File]()

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

Our college provides quality education vis-a- vis encourage them to participate in extra-curricular activities like NSS, NCC, YRC, Rovers ranger and sports along with cultural and literary activities. This year the college is going to implement ISO certification which ensures the quality, safety, and efficiency of Educational services provided by institution. We have adopted Quality Management, Environment Management and Energy Management policy for the same and got ISO 9001, 14001, & 50001 certificates in the respective fields.

QUALITY MANAGEMENT POLICY

The Policy of the college is to:

- facilitate high quality and excellent learning experience for a diverse range of learners that will support lifelong learning and provide skills expected that of graduates
- Value, support and recognize excellence in teaching
- Meet the needs and expectations of our stakeholders
- facilitate learning by providing the academic support infrastructure and environment conducive to the provision of the highest standards in teaching and learning
- provide equitable access and broadening participation in higher education which are fundamental to "knowledge societies"
- Provide quality of opportunity i.e., the provision of opportunity to progress to higher qualifications or to secure employment commensurate with the qualification acquired at the college.
- Aim at continuous improvement in the quality and service provided.
- Obtain the commitment of all employees in the organization

to quality as a collective responsibility.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

- **Introduction of under-graduate course in B.com, English and Hindi**
- **Renovation of Main College Building with ICT enabled class room.**
- **Construction of Overhead shed on the rooftop of Main College building**
- **Construction of a new G plus two women's Hostel**
- **Exchange of teaching & learning with other institutions.**
- **Renovation of Hostel kitchen and judicious use of Natural gas**
- **Installation of solar panel as an alternative source of energy.**
- **Providing Skill enhancement training programme in collaboration with third party agencies.**
- **Organizing Job Mela inside the campus to create employability**
- **Judicious implication of Quality Management, Environment and Energy Management policy to maintain ISO 9001, 14001& 50001 Certification.**