Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR, SUNDARGARH, ODISHA**
Name of the head of the Institution	**CHANDRAMANI PATEL**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**06624-220352**
Mobile no.	**6371265842**
Registered Email	**sdwcrgp@gmail.com**
Alternate Email	**sdwc_rgp@rediffmail.com**
Address	**SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR, SUNDARGARH, ODISHA**
City/Town	**RAJGANGPUR**
State/UT	**Orissa**
Pincode	**770017**

2. Institutional Status

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

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.sdwcrgp.com/attachments/AQAR2016-17.pdf

4. Whether Academic Calendar prepared during the year	**No**

5. Accrediation Details

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

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

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
FORMATION OF NEW IQAC MEMBER CONSTRUCTION OF LABORATORY	**09-Sep-2018** **1.30**	**10**

PURCHASE OF LABORATORY EQUIPMENTS	12-Dec-2018 1.30	20
RENOVATION OF MAIN COLLEGE AND PORTICCO	24-Jul-2018 1.30	48
MAINATING STUDENTS SATISFACTION SURVEY REPORT	09-Feb-2019 1.00	128
FORMATION OF IDP TEAM	30-Apr-2019 1.00	7
INSTALLATION OF CCTV FOR OVERALL SECURITY	05-Jan-2019 1.30	48
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
S.D.Women's College	Infrastructure Development	State Govt.	2018 1	1000000
S.D.Women's College	Infra.Dev	State Govt	2018 1	1000000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**No**
Upload latest notification of formation of IQAC	**No Files Uploaded !!!**
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Construction of Physics Laboratory hall Procurement of furniture and laboratory equipments and installation of CCTV cameras Electrification of renovated first floor of Main Building converting a classroom into Seminar hall with ICT facility conducting seminar and continuous internal assessment

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

Plan of Action	Achivements/Outcomes
Purchase of lab equipments	Procured equipments for Physics, chemistry, Botany, Zoology Departments
Converting class room into ICT room	Set up of projector screen and Laptop to conduct seminar
Construction of laboratory Room	Construction of physics lab completed by R&B, Govt. of odisha
Installation of CCTV	Nine CCTV devices installed
Students satisfaction survey	Filled in questionnaire collected & analyzed
Electrification of renovated first floor	Electrical Wiring of Nine rooms in the first floor completed
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
GOVERNING BODY	30-Apr-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	17-Aug-2018
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	01-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Management Information Systems is operative in the college. The MIS pervades the Following areas of institutional activities: 1. SMS gateway to send important notifications

to different stakeholders of the college regarding filling up of Forms, admissions (SAMS PORTAL), examinations (LOKSEBA ADHIKARI PORTAL) , receiving Post Matric scholarship (PRERANA PORTAL), eMedhabruti (SAMS PORTAL), salary to staff (HRMS PORTAL) 2. Installation of notice board in both college and hostel campuses. 3. Up gradation of the college website with special importance to MIS. 4. Communication of important information to general public through website and Conventional notices. 5. Regular exercise of eadmission through Govt. Portal i.e. Student Academic management System 6. Sending leave applications (DL EL) through online portal.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Sarbati Devi Women's College is currently having the following mechanisms for effective delivery of curriculum. i.At the beginning of an academic session, departmental meetings are held in every department in which the topics in the syllabus are distributed to the teachers after discussion with them. ii. Number of classes for each topic is decided according to the syllabus and credits (UG) assigned to each topic/Group/paper etc. Iii. College administration provides a well constructed weekly Routine/Schedule/ time table for Each year /semester for UG classes. iv. Departmental Heads prepare the routine which is approved by the Principal duly. v. Teachers prepare their lectures according to the syllabus allotted and classes available. vi. Classes are held according to the schedule under the supervision of college administration. vii. We have a library with open access system and many departments have their Departmental libraries too for the benefit of the students. A good number of Journals (Science, arts and commerce) are subscribed by our college. viii. Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as a. Chalk and Blackboard method b. ICT-enabled teaching-learning method. c. Use of different software. d. Use of Scientific models and charts for effective lecture delivery. e. Distribution of class notes by teachers. f. Group discussion amongst the students during the class. g. Micro-teaching and seminars by students related to curriculum. h. Paper presentation by the students. i. Proper and adequate instrumentation facility is given to the students for their practical classes. k. Project works are conducted for fulfillment of their degrees. l. Seminars and special talks by experts are also arranged regularly for advance studies.Regular class test, Mid-term examinations, Mid semester examinations, regular assessment in practical classes, viva-voce, are done to keep track on the improvement of the students. Proctorial and tutorial classes are also conducted based on requirement. Departments maintain the detailed record of the classes, assessments, project reports etc. College administration also keeps a vigilant eye on the results, departmental proceedings and student needs and also keeps record of the

different activities of the college regarding teaching learning, development and improvements of different methods of effective curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year					
Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year		
Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.		
Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year		
Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year		
Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.	
Students	Yes
Teachers	Yes
Employers	Yes
Alumni	No
Parents	No

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

Feedback Obtained
Students feedback is filled by UG Students on their last examination day in the

college i.e., UG semVI examination. Attendance of each student is mentioned in the feedback form. Feedback is received on varied aspects of the college including location, office, canteen, laboratory, library, administration and academics.The points are calculated according to the grades given by the students in various criteria. The grades are given as A, B, C, D, E (where A5, B4, C3, D2, E1). The Average and percentage of various criteria are calculated. The strength and weaknesses mentioned by the students are summarized. Feedback is also collected from the parents during Parent Teacher Meetings (PTMs) that are organised by each and every department of the college. Suggestions and comments given by the guardians are also taken into account for future development. The different areas where improvements are required are discussed in respective committees/departments. The proposals given by the different committees and departments are discussed in GB of the college for necessary action. Strengths of the college are also taken into consideration for further up gradation.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	ECONOMICS	32	25	25
BA	POLITICALSCIENCE	48	47	47
BA	EDUCATION	48	47	47
BA	ODIA	64	64	64
BA	HOMESCIENCE	32	32	32
BA	HISTORY	32	32	32
BSc	PHYSICS	16	11	11
BSc	CHEMESTRY	16	7	7
BSc	MATHEMATICS	8	1	1
BSc	BOTANY	16	16	16
BSc	ZOOLOGY	8	7	7
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	681	0	25	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using	ICT Tools and resources	Number of ICT enabled	Numberof smart classrooms	E-resources and techniques used

ICT (LMS, e-Resources)	available	Classrooms			
25	10	1	1	0	1

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

Yes through Tutor ward (presently Mentor Mentee) system The college has since last several years practiced a system of mentoring called the Tutorward system,whereby a tutor was provided to every ward to look after his/her academic and psychological wellbeing and also monitor class attendance and performance. The same system has now been restructured and named Mentor system. Under the Mentor system, the fulltime teachers of the college have been engaged as mentors of each class. Students of each class in the college are having a fulltime teacher as their mentor. The classes, where there are huge numbers of students, have been assigned more than one mentor .The mentors are responsible for academic progress and psychological wellbeing of their mentees. They are also entrusted with the task of monitoring the attendance and academic progress of the students. They also provide primary psychological counseling to those who need them and refer them for more professional counseling, if required. At the beginning of the academic session, the mentors conduct orientation programmes for the mentees, whereby they are acquainted with the institution, its goals and mission, the facilities available and the regulations of the affiliating university. The mentors maintain the biographic details of each individual mentee including educational Background and socioeconomic status. They also maintain record of their class attendance, classperformance and academic progress. The mentors use both formal and informal means of mentoring. The mentor system, apart from its formal part, also exists as a robust informal mechanism to boost inclusiveness, gender sensitivity and social responsibility of students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
681	25	1:27

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
36	25	9	0	2

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	HONOURS	20162017	02/04/2019	29/06/2019
BA	PASS	20162017	02/04/2019	29/06/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college introduced project based evaluation systems in the college examinations in place of traditional evaluation methods in the Honours courses. Some Departments are also evaluating their Departmental students through organizing debates, extempore, group discussion, seminar presentation etc. The college has switched over to the MCQ type questions for the evaluation of the General course students. Moreover, the college has begun the consideration of taking the class tests under newly introduced CBCS system through OMR sheets from the coming years.

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

The college prepares academic calendar at the beginning of the year and distributes it to the students at the time of their admission in the college and the academic session 201819 was no exception. The academic calendar is also distributed among all teaching nonteaching staff of the college. The academic calendar contains the yearly schedule of the college ranging from the list of holidays (national level holidays, state level holidays, local holidays and the institutional holidays), date schedule of the college examinations and other forms of evaluation such as evaluation through performance in Departmental seminar presentation etc. The tentative dates of publication of college results are also mentioned in the academic calendar. The tentative dates of activities of NSS, NCC, BRSC Centre for career development and Placement Cell are also given in the academic calendar. Schedule of other activities such as Parentteacher meeting, College social and other cultural programmes, College sports etc are also provided in the academic calendar.

2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BA	HONS	79	75	95
Nill	BA	PASS	43	20	46.5
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2.7 – Student Satisfaction Survey

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

http://www.sdwcrgp.com/download_files/sss-questinnaire_students-converted_(1)_58.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year

No Data Entered/Not Applicable !!!
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	**HINDI**	**2**	**2**
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
0	0
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	1	0	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
YRC District level camp, 29/11/2018 to 31/11/18	Jasoda Bishnu NMP College,Jogimal, IRCSBBSR	1	4
YRC World's Aids Day. Dt01/12/2018	S.D Women's college, Rgp, S.A OSACSBBSR	3	50
YRCInter State Level Studycum Training camp Dt26 Dec to 30 Dec 201	KIITSBhubaneswer , S.AIRCSBBSR	1	3
YRCInternational Volunteer Day,Dt05/12/2018(Swachhata Abhiyan)	S.D Women's college,Rgp. S.D Women's College YRC fund	3	50
YRC Road safety walk	RTO Sundargarh	3	50
YRCInternational Youth Day, 12/08/2018	S.D Women's college, S.AOSACS, BBSR	3	100
YRC National Voter's Day, 25/01/2019	S.D Women's college, S.D.YRC college fund	1	50
YRC West Zone camp, dt21/02/2019 to 24/02/2019	S.AIRCSBBSR	1	2
YRC Blood Donation camp28032019	S.D Women's college	3	50
NSS Swachhata	S.D Women's	3	150

Programme	college,NSSUnit		
NSS PreRD selection SBP university, Meghalaya	Sambalpur university	1	5
NSS National integration camp	Sambalpur University	1	1
RD Camp, New Delhi	Sambalpur university	1	2
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Sports(Weight Lifting)	Participated	Odisha strongman Corporation	1
Sports(Hockey)	Participated	State Level Tribal sports, Govt. of Odisha	1
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NSS	S.D Women's college,NSSUnit	Swachha Bharat	1	150
YRC	S.D Women's college, Rgp, S.A OSACSBBSR	AIDS Awarness	3	50
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Department of Higher Education, Govt. of Odisha	29/01/2019	Odisha Higher Education Program for Excellence and Equity	3
No file uploaded.		

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2500000	3339000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Newly Added
Seminar Halls	Newly Added
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
No Data Entered/Not Applicable !!!			

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	7136	1061403	302	62405	7438	1123808
Reference Books	3652	52583	0	0	3652	52583
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional

(Learning Management System (LMS) etc

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

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

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

150 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
2500000	2339000	1000000	1000000

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

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc. The College has an effective support system for maintaining the campus infrastructure i.e., class rooms, laboratory, library, sports complex etc. The renovation of the college building is done by the Govt. agency like District Rural Development Agency supervised by an Asst. Executive Engineer. Small renovation works are done by the college management. It includes college main building, laboratory, library and hostels. Old equipments and sports items such as almirah, racks, laboratory equipments etc. are replaced by purchasing new ones inviting quotations by the college management. Computers are also maintained by inviting quotations from established firms. However, these things are monitored as detailed below. 1. The building committee and the heads of the department of different subjects of the college monitor repairing and renovation of infrastructure facilities. 2. There is a provision in annual budget of the College for maintenance of all such items

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Post metric Scholarship	321	3679000
Financial Support from Other Sources			
a) National	00	0	0
b)International	00	0	0

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga	21/06/2018	50	N CC Battalion
Counselling and Mentoring	14/09/2018	62	College Teachers
Counselling and Mentoring	23/01/2019	40	College Teachers

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	OMC Super Project	95	40	15	0
2018	Centurian University, Bhubaneswer	65	30	20	3
2018	Business School, Bhubaneswer	120	30	0	0

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
00	0	0	00	0	0

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	30	BA ODI, EDN,PSC	ODI, EDN, PSC	Govt.Auto., S.U, G.M	M.A

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	

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

Activity	Level	Number of Participants
Freshers Welcome	Departmental	254
Teachers Day Celebration	Institutional	230
Annual sports	Institutional	400
Annual Day Celebration	Institutional	1200
Saraswati Puja , Ganesh Puja	Institutional	500
Republic Day and Independance Day Celebration	Institutional	400
Constitution day celebration	Department of Political Science	100

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	GOLD	National	1	0	BA17100	KRITIKA NAIK

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

S. D. Women's College Students Union is formed with the objective of fostering democratic spirit, developing organizational capabilities and creating a healthy atmosphere of discipline, cooperation and unity amongst the members of the Union. Every bonafide students of 3 stream of the college can be a member of the Union either by election or by selection on the basis of marks. Every students need to pay the prescribed annual subscription, which will be collected by the college during admission. Students' Union of the college works for the benefit of the students throughout the year and pursues several activities within and outside the college campus. The major activities pursued by the Students' Union in 201819 are Cultural Activities: 1. Organising Freshers' Welcome, a cultural programme to welcome the newly admitted students in the college. 2. Celebration of college foundation day in the college. 3. Celebration of college Annual day in the college. 4. Observation of Teachers' Day to mark the birth anniversary of Dr. S. Radhakrishnan. 5. Organisation of the annual social, cultural programme of the college. 6. Celebration of Saraswati Puja and Ganesh Puja in the college. Sports Activities: 1. Organisation of the Annual sports in the college 2. Organisation of intercollege Khokho Tournament. 3. Organisation of Inter college Kabaddi Tournament in the college. Other Activities: 1.Observation of World's Aids day, Road safety works, International youth day, National Voter's day,International Yoga day. 2.Being a part of the organising team of the Blood Donation Camp, Tree plantation, swachhata aviyan held each year in the college premises along with the NSS Units ,NCC Units, YRC Units of the college. 3.Participation in 'Safe Drive, Save Life' campaign along with Rajgangpur Police.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institution is a fully aided NonGovt. College controlled by Dept. of Higher Education, Govt. of Odisha, but managed by Governing Body of the College of which the local MLA is the President and the Principal is the Secretary of the Governing Body. The members of teaching and nonteaching staff receiving the salary from the Govt. are governed under the principle of transfer and posting by the Dept. of Higher Education. But, the management staff are being recruited and paid under the policy of the management by the governing body of the college. The institution functions smoothly even though there are two types of staff. The Principal is the sole authority of the College as far as academic,

accounts cocurricular, extracurricular activities are concerned. He takes all the decisions in consultation with all members of staff. But, the general policy of the Dept. of Higher Education, Govt. of Odisha and the College Governing Body are the basis of functioning of the College. The College has a Staff Council under the chairmanship of the Principal and it is being held time to time to take decisions in respect of academic activities. Every year, Govt. provides Common Minimum Standard (CMS) which is like a academic calendar and it helps to perform the activities of the College. The institution also conducts meeting of IQAC which is a guiding force of our performance. The faculties are encouraged to enhance their ability through seminars. Transparency is always maintained by the members of staff and particularly by the persons in charge of account section. Every year, an internal audit is being conducted for checks and balance, even though the institution is audited by the Local Fund Audit of Govt. of Odisha.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Human Resource Management	? Motivating and facilitating the faculty members to participate in Refresher Orientation courses. ? Arrangement of computer training programmes related to Tally and MS office for Nonteaching staff ? Selfappraisal of the teachers through maintenance of Academic Diary. ? Maintenance of Grievance Redressal Cell, AntiRagging Committee, Sexual Harassment Committee. ? Salary disbursement of aided staff under department of higher education are done through HRMS portal.
Admission of Students	Online Application for Admission in to both intermediate and UG courses are done through SAMS portal under department of higher education Govt of Odisha. Including online payment of admission fees by the selected students generated through SAMS portal based upon Govt. Rules for reservation of different categories Online admission is made strictly on the basis of merit.
Curriculum Development	Complementing traditional written examination with Project work and seminar presentation based evaluation.
Teaching and Learning	Wide access to internet facility to inculcate online learning management resources. ebook, ejournal facility for carrying out project works. Learning through Field Work, Industrial visit, summer camp. Enhancement of learning skills of the Students through

	participation in different seminars.
Examination and Evaluation	College has complemented traditional written examination with project work assignments, debates, group discussion, literature review, power point presentation, grand viva and seminal lectures.
Research and Development	Motivates faculty members for research publications in peer reviewed journals with high impact factor. Encourages them to present papers in International/National/State Level Seminars, workshops and to act as resource persons. Exhibits the publication of research work of the faculty members in the college library to Inspire further research. Motivates the faculty members and the students to organize various seminars workshops at Institutional / State / National / International levels. Encouraging faculties to act as M.Phil/ Ph.D supervisors.
Library, ICT and Physical Infrastructure / Instrumentation	Construction of Physics laboratory, portico and main gate of the college to cater to the needs of the students and the society at large. Renovation works in dismantling the roof of the first floor of the main college building has been done and fresh roof casting was done with college fund. Electrification of the first floor of the main College building has been completed. Provision for WiFi facility in both intermediate and degree SAMS centers. Increase of the internet bandwidth from BSNL BROADBAND to JIO FI. Separate internet connection in the library to access the e resources. Provision of more model class rooms and computer laboratories from WORLD BANK assistance under OHEPEE fund and other external funds. Procurement of more equipment, teaching aids and books under OHEPEE fund Procurement of more desktop and laptop computers under OHEPEE fund. Installation of Three phase power supply, First aid Box, Biometric devices, Fire extinguishers, RO drinking water facility for the college are proposed to be undertaken from OHEPEE Fund. Construction of Laboratory (32 saeted) for Dept. of Chemestry and Zoology (UG) Proposal of construction of new cycle stand for the women's students in the campus. Proposal for setting up of a Tribal museum in this

	Tribal belt of Rajgangpur inside the college campus.

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

E-governace area	Details
Planning and Development	**Implemented SMS system for dissemination of information including regular notice to all bonafide UG students regarding enrollment into Sambalpur University in LOKSEVA PORTAL, examination status results etc. Established college annual calendar and provided to all stakeholders regarding various activities to be undertaken during an academic session. Sending important information to staffs through social media like whatsapp, face book twitter.**
Administration	**Offline leave requisition system. Installed CCTV to bring transparency in college administration. Notice display system for students and other stakeholder. Regular exercises of HRMS (Human resources management System) process through Govt. portal. Submission of retirement related documents through epension portal. Initiative taken towards automation of Library.**
Finance and Accounts	**Fully computerized office and accounts section. Maintenance the college accounts through manual cash book. Initiative has been taken for introduction of CAPA(College Accounting procedure automation)and registration has been made. Regular Annual audit has been updated up to 201718 by Govt. of Odisha. Reception of salary fund from Govt. through HRMS portal.**
Student Admission and Support	**Online admission including online payment gateway. Maintaining students database through SAMS Portal. Implemented online CBCS semester information system for UG Courses.**
Examination	**Scheduled examinations conducted by Sambalpur University and publication of results are made available to the students through lokseba_odisha.in .**

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial	Name of the professional body for which membership	Amount of support

		support provided	fee is provided	

No Data Entered/Not Applicable !!!

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

No Data Entered/Not Applicable !!!

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
orientation/Refresher Courses	2	28/03/2019	29/03/2019	02
principals meet	2	26/03/2019	27/03/2019	02
Orientation Programme	2	24/04/2019	25/04/2019	02

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
00	00	Mohini Sood Memorial Cash Award (Rs. 1,50,000) donated by Sj. V P Sood, ExWhole time Director, OCL India Ltd in the name of his late wife Mohini Sood is given to the best graduates of this college out of the interest generated from the above funds which is kept in fixed deposit.

6.4 – Financial Management and Resource Mobilization

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

Directorate of Local Fund Audit, Bhubaneswar, Odisha. This office comes under the Department of Finance, Govt. of Odisha. The main function of this institution is to maintain transparency in expenditure of Govt. money by the Local Authority in accordance with the Rules Acts and executive institutions issued by Govt.This institution has completed financial audit up to 201718 and for the session 201819, the same is going on.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
None	0	0

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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	N.A	No	IQAC
Administrative	No	N.A	No	Governing Body

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

Providing valuable suggestion for development of the institution Pointing out the weaknesses of the college related Departments and suggesting rectification.Communicating views which the students feel shy to communicate directly to the teachers about the college and the department

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

1. Staffs are allowed to attend various training programmes undertaken by Govt. of odisha to raise their competency. 2. Computer Training of the office staff so that they are able to handle the online admission and Registration of students. 3. Support staff of Accounts department was trained by the college to be proficient with ePrerana and HRMS systems of Govt. of Odisha

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

1.Initiation taken for registration of Alumuni association. 2.Steps taken for preservation of rain water 3.Immediate conversion of a classroom in to Seminar hall with ICT facility. 4. Institutional Development Plan has been finalized for both civil and non civil works for the period of Five years which will be met out of World Bank assistance fund under OHEPEE.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Purchase of laboratory equipment for science departments.	12/12/2018	12/12/2018	12/12/2019	20
2019	Keeping Student Satisfaction Survey report	09/02/2019	09/02/2019	09/02/2019	128
2019	Formation of Institutional Develpoment plan under world bank assistance with the suggestion of various stakeholders	30/04/2019	30/04/2019	30/04/2019	7
2019	Installation of CCTV for overall security	05/01/2019	05/01/2019	05/01/2019	45
2018	Renovation of main college gate and Portico	24/07/2018	24/07/2018	24/07/2019	45
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

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

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

Percentage of power requirement of the University met by the renewable energy sources
Green Drive (Planting of trees) inside the college campus by NSS Units of the College Installation of ample number of Power Saving LED lights in Campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	01/12/2018	01	WORLDS AIDS DAY	Public Health	50
2018	1	1	05/12/2018	01	SWACHHATA PAKHODAP	Public Awaeness	50
2018	1	1	07/12/2018	01	Road saftey walk	Safety Awareness	50
2019	1	1	25/01/2019	01	National Voters Day	Public Awarness	78
2019	1	1	28/03/2019	01	Blood Donation Camp	Public Helth	50

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
COLLEGE CALENDER	30/07/2018	A handbook containing a Code of conduct is distributed among the stakeholders of the college.College Calendar containing Academic Diary 201819 is distributed to all students within 1st month of the Academic Session.A code of conduct and set of rules for students is illustrated in the same.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Republic Day	26/01/2018	26/01/2018	200
Celebration of Independence Day	15/08/2018	15/08/2018	200
World AIDS Prevention Day	01/12/2018	01/12/2018	300

Celebration of Gandhi Jayanti	02/10/2018	02/10/2018	150
international Yoga Day	21/06/2018	21/06/2018	250

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Active Initiatives and surveys for setting up of Botanical Garden Use of organic manures and fertilizers in the college garden. Installation of ample number of Power Saving LED lights in both Campus Planting of plants trees (both perennial seasonal) inside the campus Set up of Garbage pits and separated into composable and decomposable. Steps have been taken for preservation of rain water and use it for gardening.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES1 NSS AND YRC ACTIVITIES THE College has Active NSS and YRC Units, under the able leadership of six Programme Officers. Both of these units actively engage in several activities involving the students, staff and the locality around. ? Swachhta Pakwada Programme organized by NSS Unit, 150 college students participated under the guidance of 3 programme officers on 18.08.2018. ? PreRepublic Day Selection Camp at Sambalpur university then a training in Meghalaya for 10 days. 2 students underwent the training programme along with NSS Programme Officer. Soon after two volunteers participated in the Republic Day Parade at Rajpath,Delhi on 26th Jan,2018 ? Neetu Behera, a student of our college attended the National Integration Camp at Bhubaneswar, capital city of Odisha for a week. ? Observance of Road Safety Week in collaboration with Regional Transport Office, Sundargarh district from 07.12.2018 to 14.12.18. 3 programme Officers coordinated the Road Safety Drive along with a participation of 50 students. ? YRC Interstate Level Study Camp held from 26.12.18 to 30.12.18 organized by KIITs Bhubaneswar, 3 students participated in it. ? Observance of World Aids Day under YRC Unit organized in the college premises on 1.12.2018,in which 50 students participated. BEST PRACTICES2 maintaining a Swachh CampusGreen Campus ? The college regularly puts an effort to maintain a healthy green environment inside its campus. The NSS and NCC unit of the college organizes tree plantation drive encouraging the students and faculty members to support in this programme. ? The Department of Botany maintains a herbal garden in a small portion of the college. ? Volunteers of NSS,YRC,staff teachers engage themselves in cleaning drives organized in the college. ? The campuses are tobacco and plastic free zones. A oneday camp was organized to create awareness on cleanliness on 13.08.2018 inside the college campus ? The college also maintains precaution in making disposal of laboratory wastes.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.sdwcrgp.com/download_files/best_practices-converted_61.pdf

7.3 – Institutional Distinctiveness

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

Centre for Sports Enthusiasts Sports are a crucial part of student's growth and development. They help in development of mental health and physical fitness of the body. Through participation in sports and games a student gains various skills, experience and confidence that are helpful for developing their

personality. The college nurtures a sense of sportsmanship and competition by encouraging students to participate in various sports events like Power Lifting, Hockey, Boxing, Judo , Kabaddi and Football. A student named Kritika Naik secured Gold Medal at National Level in Power Lifting in the year 201819. A total of 16 students actively participated in various sports events as mentioned above. Promoting Women Education and Securing Women Safety in educational institutions Women's colleges are rooted in historic traditions for promoting empowerment, sisterhood and development of the female mind. Young women students feel much comfortable thriving in an environment which is safe and secure. Also, they experience better academic and social participation. Sarbati Devi Women's College provides higher education exclusively to 681 women including young girls coming from tribal regions of the state. It also provides hostel facilities to girls coming from far off places and interior areas.

Provide the weblink of the institution
http://www.sdwcrqp.com/download_files/institutional_distinctiveness-converted_62.pdf

8.Future Plans of Actions for Next Academic Year

 The College plans the following actions for implementation in the next academic year • Introduction of Degree Program in Commerce • Enhancement of infrastructural facilities specially increasing the number of classrooms, creating a seminar hall and a computer lab • Construction of more girls Hostels as the demanding number of studentresidents is increasing each year • Implementation of MIS in the college • To make the campus more eco friendly and installation of Environmental safeguards • Installation of Electrical Transformer and ensuring 3 phase power supply inside the college campus and Hostel • To involve all stakeholders in the Institutional development process . • Development of social skills of the students by involving them in number of activities via NSS, YRC ,Sports, NCC, units. • Improving the academic performance of the students by strengthening the Proctorial Programme, training to present and analyze the Power -point presentations in their respective subjects • Learning lifeskills through a career counseling Cell and Entrepreneurial Development Cell. • Creating awareness for skill development and helping students learn about smallscale employment opportunities