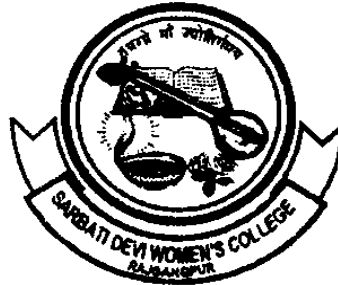


SARBATI DEVI WOMEN'S COLLEGE
RAJGANGPUR
SUNDARGARH
ODISHA



Internal Quality Assurance Cell (IQAC)
and
Submission of Annual Quality Assurance Report
(AQAR)
2013-14

Submitted To:

NATIONAL ASSESSMENT & ACCREDITATION COUNCIL

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year (for example 2012-13)

2013-14

1. Details of the Institution

1.1 Name of the Institution

Sarbati Devi Women's College, Rajgangpur

1.2 Address Line 1

At & PO - Rajgangpur

Address Line 2

Dist - Sundargarh

City / Town

Rajgangpur

State

Odisha

Pin Code

770017

Institution e-mail address

sdwcrgp@gmail.com

Contact Nos.

9437244027

Name of the Head of the Institution

Mrs. Anupama Mohapatra

Tel. No. with STD Code

06624-220352

Mobile No.:

9437210972

Name of the IQAC Co-ordinator:

Prof. JameswarParida

Mobile No.:

9437244027

IQAC e-mail address:

iqac.sdwcrgp@gmail.com

1.3 NAAC Track ID (For ex.MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date

(For Example EC/32/A & A / 143 dated 3-5-2004

This EC no. is available in the right corner-bottom of your institution's Accreditation Certificate

EC / 52 / A & A / 02 Dt. 28/03/2010

1.5 Website address:

www.sdwcrgp.com

Web-link of the AQAR:

<http://www.sdwcrgp.com/AQAR2013-14.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C	1.89	28/03/2010	27/03/2015
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

DD/MM/YYYY

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

i. AQAR _ 2013-14 submitted to NAAC on 30-10-2014 _ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI) Yes No

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty / Programme

Arts Science Commerce Law PEI (Phys Edu)
TEI (Edu) Engineering Health Science Management

Others (specify)

1.11 Name of the Affiliating University (for the Colleges)

1.12 Special status conferred by Central / State Government – UGC /CSIR/DST/DBT/ICMR etc

Autonomy by State / Central Govt. / University

University with Potential for Excellence UGC-CPE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative OG programmes Any other (Specify)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative / Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers / Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meeting held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars / Conferences/Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Significant Activities	Contribution Made
1. Classes to be held as per Time table	1. Almost all classes engaged.
2. Course to be Completed in time	2. Course Completed in time
3. Monthly Test to be held in time	3. Tests were conducted
4. Organization of departmental seminar	4. Interaction between teachers and students
5. Importance of Career Counseling Cell	5. Helps students to choose the career
6. Engagement of student in Social Service Scheme	6. Students benefitted from NSS, NCC, Red Cross wings of the College
7. Strengthening of staff position	7. Guest faculties were appointed
8. Self Defence training programme as per Govt. guidelines	8. Imparted Training successfully

2.15 Plan of Action by IQAC / Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Classes to be held as per Time table	1. Almost all classes engaged.
2. Course to be Completed in time	2. Course Completed in time
3. Monthly Test to be held in time	3. Tests were conducted
4. Organization of departmental seminar	4. Interaction between teachers and students
5. Importance of Career Counseling Cell	5. Helps students to choose the career
6. Engagement of student in Social Service Scheme	6. Students benefitted from NSS, NCC, Red Cross wings of the College
7. Strengthening of staff position	7. Guest faculties were appointed
8. Self Defence training programme as per Govt. guidelines	8. Imparted Training successfully

*Academic Calendar attached as Annexure – I

2.15 Whether the AQAR was placed in statutory body Yes

No

Management Syndicate Any other body

Provide the details of the action taken

Appropriate action is taken by the decision of the Governing Body of the College time to time for the benefits of the students.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	01			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	01			

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes

Pattern	Number of programmes
Semester	
Trimester	
Annual	01 (B A)

1.3 Feedback from stakeholders*Alumni Parents Employers Students
 (On all aspects)

Mode of feedback:Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure-11*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department / Centre introduced during the year. If yes, give details.

No.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	19	13	06	-	-

2.2 No. of permanent faculty with Ph.D

2.3 No. of Faculty Positions Recruited ® and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
		08								08

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		06	06
Presented papers			
Resource Persons			

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

Departmental Seminar, VST and Group Discussion

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

185

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

N A

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

-	-	01
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2.10 Average percentage of attendance of students

78%

2.11 Course /Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I%	II%	III%	Pass%
Arts	129	03	01	08	61	64.34
Science						
Commerce						

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

VST are being conducted regularly to prepare the students for examinations.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	03
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	20	-	-	-
Technical Staff	-	-	-	1

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in sensitizing / Promoting Research Climate in the institution

Teachers are encouraged to do research work like M. Phil& Ph. D.
--

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects - NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications - NIL

	International	National	others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications: - NIL

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations - NIL

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University / College				
Students research projects <small>(other than compulsory by the University)</small>				
Any other (Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme / funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Numbers	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs: NIL

From Funding agency From Management of University / College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	-	
International	-	
Commercialized	-	

3.17 No. of research awards / recognitions received by faculty and research fellows of the institute in the year - NIL

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph.D. Guides and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students participated in NSS events:

University level	<input type="text" value="06"/>	State level	<input type="text" value="05"/>
National level	<input type="text" value="04"/>	International level	<input type="text" value="-"/>

3.22 No. of students participated in NCC events:

University level	<input type="text" value="-"/>	State level	<input type="text" value="02"/>
National level	<input type="text" value="02"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS :

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

3.21 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="02"/>
National level	<input type="text" value="01"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="03"/>
NCC	<input type="text" value="04"/>	NSS	<input type="text" value="02"/>
		Any other	<input type="text" value="-"/>

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

- Self Defence Training for Girls
- Workshop on Anti Tobacco Movement
- Workshop on Swachha Bharat and Campus Cleaning
- Plantation
- Active Citizenship for development of moral and ethical values.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.95 acres	-	-	3.95
Class rooms	12	-	-	12
Laboratories	-	-	-	-
Seminar Halls	01	-	-	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

Administration - partially computerized

4.3 library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2462	232948	19	1873	2481	234821
Reference Books	5270	472026	82	7242	5352	479268
e-Books						
Journals			05			
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	05	01	BSNL	-	01	04	-	01
Added	01					01		
Total	06	01	BSNL	-	01	05	-	01

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

Teachers and students are encouraged to learn computer education.

4.6 Amount spent on maintenance in lakhs:

i) ICT	
ii) Campus Infrastructure and facilities	
iii) Equipments	
iv) Others	2.6
Total	2.6

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Career counseling, Seminars and extramural talks are being conducted to enhance awareness among the students about their career progression.

5.2 Efforts made by the institution for tracking the progression

Regular meetings among senior faculties to review the progress of courses, students feedback is being assessed and action taken accordingly.

5.3 (a) Total Number of students

UG	PG	Ph.D	Others
411	-	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men

No	%
-	-

Women

No	%
411	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
161	22	206	11	-	400	104	20	268	19	-	411

Demand ratio 1: 3

Dropout % 3%

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

No

No. of students beneficiaries

No

5.5 No. of students qualified in these examinations

NIL

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counseling and career guidance

Students counseling and career guidance are being done by inviting experts of professional institutes.

No. of students benefitted

ALL

5.7 Details of campus placement

On Campus			Off Campus
Number of Organizations Visited	Number of Students participated	Number of Students Placed	Number of Students Placed
02	35	02	-

5.8 Details of gender sensitization programmes

Sensitization programmes are being held to create awareness among students on ragging and sex education.

5.9 Students Activities

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

State / University level National level International level

No. of students participated in cultural events

State / University level National level International level

5.9.2 No. of medals / awards won by students in Sports, Games and other events

Sports: State / University level National level International level

No. of students participated in cultural events

Cultural: State / University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	288	12,42,000
Financial support from other sources		
Number of students who received International / National recognitions		

5.11 Student organized / initiatives

Fairs: State/University level National level International level

Exhibition: State / University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision and mission of the college is to enhance all round development of students, i.e., to inculcate positive attitude, to achieve academic excellence, to acquire human and moral values and to acquire knowledge to grow as a woman.

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

Decided by the Board of studies of the University.

6.3.2 Teaching and Learning

Teaching is supplemented with doubt clearing classes and extra-curricular & co-curricular activities.

6.3.3 Examination and Evaluation

Examination and Evaluation work is done by the University.

6.3.4 Research and Development

Teachers are advised to do research works.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library facility available.

6.3.6 Human Resource Management

Members of staff are utilized to achieve the goal of the institution.

6.3.7 Faculty and Staff recruitment

Vacancy position are filled up by the College Management regularly conducting open interviews.

6.3.8 Industry Interaction / Collaboration

NIL.

6.3.9 Admission of Students

Admission of students is being held online by the Govt. of Odisha, Dept. of Higher Education under Student Academic Management System (SAMS)

6.4 Welfare schemes for

Teaching	GIS (Govt.)
Non-teaching	GIS (Govt.)
Students	GIS (Management)

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Govt.	Yes	Principal
Administrative	Yes	Govt.	Yes	Principal

6.8 Does the University / Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No.

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

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

6.11 Activities and support from the Alumni Association

The alumni association extends support and actively participates in the development activities.

6.12 Activities and support from the Parent – Teacher Association

PTA volunteers suggestions for improvement of Academic & Non-Academic activities.

6.13 Development programmes for support staff

Necessary trainings as per requirement of the time are being provided.

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

Plantation and rain water harvesting are done to protect the environment.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Examination oriented class room teaching & class tests are being conducted for academic improvement of the students.

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

- ❖ Workshop on Career Counseling.
- ❖ Class Test or VST
- ❖ Purchase of reference books with UGC fund
- ❖ Sensitization of ST/SC students for PMS
- ❖ Coaching in Kho-Kho, Kabaddi, Football, Hockey and Swimming.
- ❖ Activities of NSS volunteers and NCC Cadets.
- ❖ Organization of Self Defence Training Programme.
- ❖ Organization of programmes of YRC
- ❖ Organization of Study Tour.

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

- 1- To make the College Campus free from Tobacco.
- 2- To make awareness among the girls of the College to teach illiterate and drop out boys & girls.

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

7.4 Contribution to environmental awareness / protection

Plantation of trees in the College Campus

7.5 Whether environmental audit was conducted Yes No

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

Nil

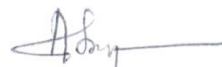
8. Plans of institution for next year

- ❖ Study Tour for students to historical places.
- ❖ To introduce awards for toppers of the Hons subjects
- ❖ To construct a new Hostel with funds provided by the UGC.
- ❖ To convert all Pass subjects into Hons subjects
- ❖ To open Science in Degree Classes.



Name _ Sri. Jameswar Parida

Signature of the Coordinator, IQAC



Name _ Smt. A Mohapatra

Signature of the Chairperson, IQAC

Annexure I

SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR

Academic Calendar – 2013 – 14

Sl. No.	Events	1 st Year	2 nd Year	3 rd Year
1	Re-Opening of the College after Summer Vacation & Publication of new time table	XX	17/06/2013	17/06/2013
2	Commencement of class	To be published after admission	18/06/2013	18/06/2013
3	Re-admission to next higher class	XX	1 st week of August	1 st week of August
4	Admission – on line	Process will start as per Govt. guidelines	XX	XX
5	VST / Monthly Test	Last week of every month	Last week of every month	Last week of every month
6	Students' Union Election	As per Govt. Notification	As per Govt. Notification	As per Govt. Notification
7	Departmental Seminars	Once in a month	Once in a month	Once in a month
8	Reporting of Shortage of Attendance	1 st week of every succeeding month	1 st week of every succeeding month	1 st week of every succeeding month
9	Parent – Teacher meet (Stream wise)	Last week of September	Last week of September	Last week of September
10	Test Examination	2 nd week of November	2 nd week of November	2 nd week of November
11	Filling up of forms for University Exam	As per University Notification	As per University Notification	As per University Notification
12	Annual Sport / Cultural week / Literary Competitions & function	1 st , 2 nd & 3 rd week of December	1 st , 2 nd & 3 rd week of December	1 st , 2 nd & 3 rd week of December
13	Annual Day Celebration	15 – 20 January (as per Govt. guidelines)	15 – 20 January (as per Govt. guidelines)	15 – 20 January (as per Govt. guidelines)
14	University Examination	As per University Notification	As per University Notification	As per University Notification
15	Last working Day	8 th May' 2014	8 th May' 2014	8 th May' 2014

Feedback from the stake holder

A. Alumni:

Alumni association of the College is always very much active. The former students of the College regularly visit the College and take active part in the innovation and improvement of the academic standard of the students. They also give valuable suggestions in respect of NSS, Red Cross, NCC, Sports and other extra-curricular activities.

B. Parents:

Parent – Teacher Association of the College often meet and discuss various problems of the students. They give useful suggestions to the Principal and steps are being taken to solve the problems. They also suggest for improvement of academic standard of the students.

C. Employer:

1. The College Management or the Governing Body takes vital decisions for all round improvement of employees of the College. They take care of increment in the salary of the Management Employee on an annual basis.

2. The Director, Higher Education also gives instructions for welfare of the employees.

D. Students:

Students are the vital part of institution. All kinds of innovations are made taking into consideration their academic demands. Further, Library, reading room, students' common room, wash rooms, sanitation are being taken care of as per suggestions and grievances of the students. But, their demand is always taken care of i.e., to improve the academic standard of the College.

Annexure III

Item No. 7.3 Details of two best practices followed by the institution:

(a) To make the College Campus free from Tobacco.

Since it is a Women's College, the girls are very conscious about the environment. So, the male employees of the College and outsiders are always advised not to use Tobacco inside the Campus. Postures are pasted at crucial points to make aware of harmfulness of Tobacco.

(b) To make awareness among the girls of the College to teach illiterate and dropout boys & girls of the locality.

Rajgangpur is a semi-urban area. Many people are living in slumps and the children are either not admitted in the School or they are leaving the School. The students of our College are educated through NSS & Red Cross to teach these illiterate and drop out students of area.

Annexure IV

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Program me
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission
