SARBATI DEVI WOMEN'S COLLEGE
RAJGANGPUR
SUNDARGARH
ODISHA

Internal Quality Assurance Cell (IQAC)
and
Submission of Annual Quality Assurance Report
(AQAR)
2014-15

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)   2014-15

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

1.5 Website address: www.sdwcrgp.com

Web-link of the AQAR: http://www.sdwcrgp.com/AQAR2014-15.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	1st Cycle	C	1.89	28/03/2010	27/03/2015
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY   09/07/2009

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 _ 2014-15 submitted to NAAC on 28-10-2015 _ (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   Yes [ ]   No [√]
(eg. AICTE, BCI, MCI, PCI, NCI)

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)   [SAMBALPUR UNIVERSITY]

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	05
2.2 No. of Administrative / Technical staff	01
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	01
2.7 No. of Employers / Industrialists	
2.8 No. of other External Experts	-
2.9 Total No. of members	07
2.10 No. of IQAC meeting held	04

2.11 No. of meetings with various stakeholders: No. | 03 | Faculty | 02 |

Non-Teaching Staff Students | 01 | 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 Program me	Number of existing Programmes	Number of pogrammes 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
24	17	06	01	-

2.2 No. of permanent faculty with Ph.D | 02 |

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
	03								03

2.4 No. of Guest and Visiting faculty and Temporary faculty | 0 | | 0 | | 0 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		05	05
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   190

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

2.10 Average percentage of attendance of students   80%

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	132	02	01	08	106	88.63
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	01
UGC – Faculty Improvement Program me	
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 (other than compulsory by the University)				
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 | NIL |

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   03

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   NIL
Ph.D. Guides and students registered under them

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

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	05	State level	-
National level	-	International level	-

3.22 No. of students participated in NCC events:

University level	-	State level	01
National level	-	International level	-

3.23 No. of Awards won in NSS :

University level	-	State level	-
National level	-	International level	-

3.21 No. of Awards won in NCC:

University level	-	State level	01
National level	-	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	03
NCC	04	NSS	02	Any other	-

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 (≥ 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	2481	234821	252	24814	2733	259635
Reference Books	5352	479268	124	11845	5476	491113
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	06	01	BSNL	-	01	05	-	01
Added	01							01
Total	07	01	BSNL	-	01	05	-	02

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.
> The College Campus was made Wi-Fi to facilitate both teachers and students to access internet when needed.

4.6 Amount spent on maintenance in lakhs:

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total

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
437	-	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men		No	%	Women		No	%
		-	-			437	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
104	20	268	19	-	411	147	12	245	33	-	437

Demand ratio   1: 3   Dropout %   2%

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
04	38	03	-

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 | 11 | National level | 11 | International level | |

No. of students participated in cultural events

State / University level `03`   National level `02`   International level `-`

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

Sports: State / University level   `11`   National level `11`   International level `-`

No. of students participated in cultural events

Cultural: State / University level   `03`   National level `02`   International level `  `

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	257	13,15,000
Financial support from other sources		
Number of students who received International / National recognitions		

5.11 Student organized / initiatives

Fairs: State/University level   `0`   National level `0`   International level `0`

Exhibition: State / University level   `0`   National level `0`   International level `0`

5.12 No. of social initiatives undertaken by the students   `05`

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

Yes

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

In spite of the shortage of teaching staff the college manages the classes by recruiting guest faculty.

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   NIL

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?

N A

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

Not applicable

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 impart moral education among the girls of the College.
> 2- To make the girls aware about road traffic to prevent accident.

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)
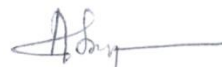
> Nil

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   Name _ Smt. A Mohapatra

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

_____ *** _____

SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR

Academic Calendar – 2014 – 15

Sl. No.	Events	1st Year	2nd Year	3rd Year
1	Re-Opening of the College after Summer Vacation & Publication of new time table	XX	17/06/2014	17/06/2014
2	Commencement of class	To be published after admission	18/06/2014	18/06/2014
3	Re-admission to next higher class	XX	1st week of August	1st 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	1st week of every succeeding month	1st week of every succeeding month	1st 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	2nd week of November	2nd week of November	2nd 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	1st, 2nd & 3rd week of December	1st, 2nd & 3rd week of December	1st, 2nd & 3rd 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	9th May' 2015	9th May' 2015	9th May' 2015

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.

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.

C. Employer:

1. The College Management or the Governing Body takes vital decisions for all round improvement of employees of the College.

2. The Director, Higher Education also gives instruction 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.

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

(a) To impart moral education among the girls of the College.

   Moral education is very essential in today's society. So, taking its importance into account, the girls of our College are given regular instructions about the utility of such education in their life. It becomes very successful.

(b) To make the girls aware about road traffic to prevent accident.

     Since the College is situated in the head of the town, the students have to come to the College through busy main roads and streets of the town. Very often, they face minor accidents due to traffic jam. So, they are educated how to tackle such problems and avoid accidents.

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.

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