SARBATI DEVI WOMEN'S COLLEGE

RAJGANGPUR SUNDARGARH ODISHA



Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) 2016-17

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)	2016-17	

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	Prof. JameswarParida
Tel. No. with STD Code	06624-220352
Mobile No.:	9437244027
Name of the IQAC Co-ordinator:	Mrs. SanjuktaMohanty
Mobile No.:	9437529547
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/AQAR2016-17.pdf

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

1.6 Accreditation Details

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

1.7 Date of Establishr	ment of IQAC:	DD/MM/Y	YYY		09/07/20	009		
Accreditation by NAA	previous year's AQA C (for example AQAR 2 R _ 2016-17 submitted	2010-11 sub	mitted to	NAAC on 12-	-10-2011)	Assess	ment and	
				_ ` '	, ,			
1.9 Institutional Sta	tus							
University State	Centra	I	Deer	ned	Priv	/ate		
Affiliated College	Yes		٧	No				
Constituent College	١	es/es		No	٧			
Autonomous college	of UGC	Yes		No	٧			
Regulatory Agency ag (eg. AICTE, BCI, MCI,	•	Yes		No	٧			
Type of Institution C	Co-education		Me	en	[Women	٧
	Urban	٧	Ru	ral	[Tribal	٧
Financial Status	Grant-in-aid	٧	UG	iC 2 (f)		٧	UGC 12B	
Grant-	in-aid + Self Financing		То	tally Self-Fina	ancing			

1.10 Type of Faculty / Programme	
Arts V Science Commer	ce Law PEI (Phys Edu)
TEI (Edu) Engineering Health S	cience Management
Others (specify)	
1.11 Name of the Affiliating University (for the Colle	eges) SAMBALPUR UNIVERSITY
1.12 Special status conferred by Central / State Gov	vernment – 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 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.
(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.	8. Imparted Training successfully
guidelines	

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.	8. Imparted Training successfully
guidelines	

^{*}Academic Calendar attached as Annexure – I

2.15 Whether the AQAR was placed in statutory bodyYes V No										
Management V Syndicate Any other body										
Provide the details of the action taken										
Appropriate action i	s taken by the decisio ents.	n of the Governing Bo	ody of the College tim	e to time for the						
		Part – B								
Criterion – I										
I. Curricular Asp	pects									
1.1 Details about Ac	ademic Programmes									
Level of the	Number of	Number of	Number of self-	Number of value						
Program me	existing Programmes	pogrammes added during the year	financing programmes	added / Career Oriented						
	riogrammes	during the year	programmes	programmes						
PhD				1 0						
PG										
UG	01									
PG Diploma										
Advanced Diploma										
Diploma										
Certificate										
Others										
Total	01									
Interdisciplinary										
Innovative										
1.2 (i) Flexibility of t	he 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 stakeho (On all aspects)	olders*/	Alumni			Parent	s V		Emplo	oyers		St	tudents	٧
			<u> </u>		_								
Mode of feedback:Online				Manual	٧		Co-ope	rating	schoo	ls (for F	PEI) [
*Please provide an analysis	of the fe	edback in t	he Ann	nexure-1.	1								
1.4 Whether there is an	y revisi	on/upda	te of r	regulati	ion or sy	/llabi,	if yes, ı	menti	on the	eir sali	ent asp	ects.	
1.5 Any new Departmer	nt / Cer		o duced	d during	g the ye	ar. If y	es, give	e deta	ils.				
		No.					7						
		110.											
Criterion – II													
2. Teaching, Learn	ing ar	nd Eval	uatio	on									
2.1 Total No. of	Total			sst.			ciate		Prof	essors		Others	
permanent faculty	26		20	rofesso D	15	Professors -			-			-	
2.2 No. of permanent faculty with Ph.D 01													
2.3 No. of Faculty Positi Recruited ® and Vacant		Asst. Profess	ors	Assoc		Profe	essors	Oth	ers	Total	I		
during the year	. ,		V	R	V	R	V	R	V	R	V		
			01								01		
2.4 No. of Guest and Vis	siting fa	iculty and	l Tem	porary	faculty	C)		0		0		

National level

05

International level

State level

05

No. of Faculty

Presented papers Resource Persons

Attended

2.6 Innovative processes	adopted by the institution in Teach	ning and Lea	rning:			
Departm	nental Seminar, VST and Group Disc	ussion				
2.7 Total No. of actual te	aching days during this academic y	ear 1	88			
	tion Reforms initiated by the Institu Bar Coding, Double Valuation, Phons)	-	-	N A		
restructuring / revi	lty members involved in curr sion / syllabus development as m dy / Faculty/Curriculum Develo	ember	-		01	
	e of attendance of students e wise distribution of pass percenta	74% ge:				
Title of the Programme	Total no. of students appeared		Div	/ision		
		Distinctio %	n I%	11%	III%	Pass%
Arts	144	01	06	07	95	75.69
Science						
2.12 How does IQAC Con	I tribute / Monitor / Evaluate the Te	aching & Le	arning pro	cesses:		<u> </u>

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	
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

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			

	Non-Peer Review Journals		
	e-Journals		
	Conference proceedings		
3 5 Details o	on Impact factor of publications: - !	NIL	
J.J Details c	on impact factor of publications.	11 L	
Range	ge 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	Name of the	Total grant	Received
	Year	funding Agency	sanctioned	
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 publ	ished i) With	ISBN No.	-	Chapters in Edi	ted Books	-
3.8 No. of University	·	ut ISBN No. eceiving fund	- ds from			-
UGC-SAP DPE	-	C/	AS -		ST-FIST BT Scheme /	- funds -
3.9 For colleges	Autonomy	-	CPE	-	DBT Star Scheme	-
	INSPIRE	-	CE	-	Any other (specify)	-
3.10 Revenue genera	ted through co	onsultancy	NIL			

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Numbers	-	-	-	1	1
Sponsoring	-	-	-	-	-
agencies					

3.12 No. of fac	culty served as e	experts, chairp	ersons or resour	ce persons	03		
3.13 No. of collaborations International - National - Any other -							
3.14 No. of lin	kages created c	uring this year	-				
3.15 Total bud	lget for researc	n for current ye	ear in lakhs: NIL				
From Funding	agency	Fron	n Management o	of University / (College		
Total							
3.16 No. of patents received this year Type of Patent Number National -							
			International	-			
			Commercialized	l -			
3.17 No. of rethe year	esearch awards	/ recognitions -	received by fac	ulty and resea	rch fel	llows of ti	ne institute in
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 Re	search scholars	receiving the I	-ellowships (New	vly enrolled + e	existing	g ones) NI	L
JRF	SRF		Project Fe	llows	Aı	ny other	

3.21 No. of students participated in N	ISS events:			
	University level	-	State level	-
	National level	02	International level	-
	rational reven		j international level	
3.22 No. of students participated in N	ICC events:			
	University level	-	State level	06
	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	04
	National level	-	International level	-
3.25 No. of Extension activities organ	ized			
University forum -	College forum	03		
NCC 04	NSS	02	Any other -	
3.26 Major Activities during the year	in the sphere of e	xtension activi	ities and Institutional Soci	al
Responsibility				
Self Defence Trai	ning for Girls			
Workshop on An	ti Tobacco Moven	nent		
Workshop on Sw	achha Bharat and	Campus Clear	ning	
 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	06	UGC, State Govt. &	18
			College G B Fund	
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	2754	261717	184	17727	2938	279444
Reference Books	5505	493892	127	12172	5632	506064
e-Books						
Journals			05			
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total	Computer	Internet	Browsing	Computer	Office	Departments	Others
	Computers	Labs		Centres	Centres			
Existing	08	01	BSNL	-	01	05	-	03
Added	01							01
Total	09	01	BSNL	-	01	05	-	04

4.5 Computer, Internet access, technology up gradation (Network	_		and any othe	r programme	for
education. The College	d students are encour Campus was made d students to access inte	Wi-Fi to facil	itate both		
4.6 Amount spent on maintenance	e in lakhs:				
i) ICT					
ii) Campus In	frastructure and faciliti	es			
iii) Equipmer	nts				
iv) Others		0	.037		
Total		0	.037		
Criterion – V					
5. Student Support and Pro	ogression				
5.1 Contribution of IQAC in enhand	cing awareness about St	udent Suppor	t Services		
	ng, Seminars and enhance awareness amo			-	
5.2 Efforts made by the institution	for tracking the progres	ssion			
_	among senior facultions feedback is being				
5.3 (a) Total Number of students	UG PG 449 -	Ph.D	Others		
(b) No. of students outside the star	te -				
(c) No. of international students	-				
Men	No % Wom	en No 449	% 100		

	Last Year						Th	is Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total		
135	48	243	14	-	440	124	58	254	13	-	449		

		Dema	nd ratio	o 1:3	Drop	out %	3%			
5.4 Detai	Is of st	tudent	suppor	t mechanism	for coachir	ng for com	petitive	examii	nations	(If any)
		No								
				iciaries in these exam	[No	NIL			
		ents qu T	aimeu	_	IIIIations	CATE	INIL		\ T	
	NET			SET/SLET		GATE		C <i>A</i>	λI	
	IAS/IP	S etc		State PSC		UPSC		01	thers	
5.6 Detai	ls of st	tudent	counse	ling and caree	er guidance	!				
				its counseling g experts of p		_		ing don	e by	
			Ν	lo. of student	s benefitte	d	ALI	_]	
5.7 Detai	ls of c	ampus	placem	ent						
	On Ca	ampus					Off Can	npus		
•	Num	ber of	Nu	mber of	Number o	of I	Numbe	r of Stu	dents P	laced

On Campus		Off Campus		
Number of	Number of	Number of	Number of Students Placed	
Organizations	Students	Students Placed		
Visited	participated			
07	50	04	-	

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	10	National level	05	International level	-
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No. of stude	nts participated in cultural events							
State	State / University level 02 National level 02 International level -							
5.9.2 No. of	medals / awards won by students in Sports	, Games and other eve	nts					
Sports: Sta	nte / University level 07 Nationa	l level 03 Inter	national level -					
No. of stude	nts participated in cultural events							
Cultural: Sta	ate / University level 02 Nation	al level 02 Inte	rnational level -					
5.10 Scholars	ships and Financial Support							
		Number of students	Amount					
	nancial support from institution nancial support from government	312	16,70,000					
	nancial support from other sources	312	10,70,000					
	umber of students who received							
In	ternational / National recognitions							
5.11 Student organized / initiatives Fairs: State/University level								
Criterion -	– VI							
6. Govern	ance, Leadership and Manageme	<u>nt</u>						
6.1 State the	e 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							

5.3.1 Curriculum Development					
As UGC guidelines CBCS was introduced in curriculum development.					
5.3.2 Teaching and Learning					
Teaching is supplemented with doubt clearing classes and extra- curricular &co-curricular activities.					
5.3.3 Examination and Evaluation					
Examination and Evaluation work is done by the University.					
5.3.4 Research and Development					
Teachers are advised to do research works.					
5.3.5 Library, ICT and physical infrastructure / instrumentation					
Library facility available.					
5.3.6 Human Resource Management					
Existing staff members are utilized in best possible ways to fulfil the aims and objectives of the institution.					
5.3.7 Faculty and Staff recruitment					
In spite of the shortage of teaching staff the college manages the classes by recruiting guest faculty.					
5.3.8 Industry Interaction / Collaboration					
NIL.					
5.3.9 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)					
Teaching GIS (Govt.) Non-teaching GIS (Govt.) Students GIS (Management)					
5.5 Total corpus fund generated NIL					

Yes

6.6 Whether annual financial audit has been done

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

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 Univ	ersity / Autonomo	ous College d	leclares	results with	nin 30 da	ys?	
	For UG Program	nmes	Yes		No	٧	
	For PG Program	nmes	Yes		No.		
6.9 What efforts a	are made by the U	niversity/ Au	ıtonomo	ous College	for Exam	nination Refo	rms?
			NΑ				
6.10 What efforts colleges?	are made by the	University to	promot	e autonom	y in the a	affiliated / co	nstituent
	Not	applicable					
6.11 Activities and	d support from the	e Alumni Ass	ociation				
	The alumni associa the development a		s suppor	t and active	ely partio	cipates in	
6.12 Activities and	d support from the	e Parent – Te	eacher A	ssociation			
	PTA volunteers sug Academic activities		improve	ement of A	cademic	& Non-	
6.13 Developmen	t programmes for	support staf	f				
	Necessary trainir provided	ngs as per re	quireme	nt of the ti	me are b	eing	
6.14 Initiatives tal	ken by the institut	ion to make	the cam	pus eco-fri	endly		

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	e 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
- Steps to be taken for opening of BSc (Hons) in Physics, Chemistry, Mathematics, Botany and Zoology.
- 7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)
 - 1- To plant trees in the Campus and make environment free from pollution.
 - 2- To make awareness among the girls of the College to teach illiterate and dropout boys & girls of the locality.

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

7.4 Contribution to environmental awareness / protection
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Awareness Programme on Dengu in the College Campus. Swacha Bharat Abhiyan in the College Campus.

Yes

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.

7.5 Whether environmental audit was conducted

- 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.

Sanjukla: Mohang-Name _ Smt. Sanjukta Mohanty

Name _ Sri. Jameswar Parida

Jameswa Paril

No

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

*** - ______

Annexure I

SARBATI DEVI WOMEN'S COLLEGE, RAJGANGPUR

Academic Calendar – 2016 – 17

SI.	Events	1 st Year	2 nd Year	3 rd Year
No.				
1	Re-Opening of the College after Summer Vacation & Publication of new time table	XX	20/06/2016	20/06/2016
2	Commencement of class	To be published after admission	21/06/2016	21/06/2016
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	6 th May' 2017	6 th May' 2017	6 th May' 2017

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. One of the parents donated Rs. 30,000/- (Rupees Thirty thousand) only in the shape of a Fixed Deposit in SBI and the accrued interest will be given away the best student in Economics Hons.

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 a 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.

<u>Item No. 7.3</u> Details of two best practices followed by the institution:

(a) To plant trees in the Campus and make environment free from pollution.

NSS & Red Cross wings of the College are advised to undertake tree plantation in the College Campus under the guidance of Programme Officers. The volunteers are taught about the benefit of plantation and its effects on our environment. The programme is quite successful for last two years.

(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.
