

**2011-12**

# **PANCHAYAT COLLEGE, BARGARH**

**The Annual Quality Assurance Report (AQAR) of the IQAC**

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution	PANCHAYAT COLLEGE,
1.2 Address Line 1	COLLEGE ROAD
Address Line 2	RUHUNIA
City/Town	BARGARH
State	ODISHA
Pin Code	768028
Institution e-mail address	pcbargarh@gmail.com
Contact Nos.	06646-233192
Name of the Head of the Institution:	BINOD KUMAR SARANGI
Tel. No. with STD Code:	06646-233192
Mobile:	9437345292

Name of the IQAC Co-ordinator:

DR. PANDABA BEHERA

Mobile:

9439946830

IQAC e-mail address:

pcbargarh@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879): ORCOGN12757

1.4 Website address:

www.panchayatcollege.in

Web-link of the AQAR:

<http://panchayatcollege.in/wp-content/uploads/2015/05/AQAR-2011-12.doc>

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	76.00	2006	2011
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

20/07/2010

1.7 AQAR for the year (*for example 2010-11*)

2011-12

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-2011-12 submitted on dt.20.05.2015

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,  
ODISHA

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

Autonomy by State/Central Govt. / University

N

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

UGC-COP Programmes

NO

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

02

2.4 No. of Management representatives

02

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and  
community representatives

02

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

01

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

02

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

- Formulation of plan of action and ensuring the execution of project
- Upgraded library by subscription to e-journals (EBSCO)
- More avenues for students to engage in community services
- Sensitizing students to ecological and environmental issues
- Seminars, conferences and invited talks arranged
- Empowering lady staff and students with life skills

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

\* Attach the Academic Calendar of the year as Annexure.

### **Plan of Action :**

- Construction of 100 seated Ladies Hostel financed by UGC
- Proposal for Construction of Classroom (nos.06) funded by State Government
- Proposal submission to UGC for Diesel generator
- Proposal for initiation of NET Coaching, Career counselling , Remedial coaching classes and equal opportunity Centre to UGC
- Proposed to organise a national seminar on “ Sahe Pachas Barsare Gangadhara”
- Proposal submitted to set broadband network connectivity through NMEICT in every department
- Proposal to begin e-admission through Students Admission Management System” (SAMS)
- Proposed to supply Laptops to every departments along with LCD projector
- Proposal submitted for purchase of Laboratory equipment to Science departments
- Proposed to make departmental seminar a regular activity of each department.
- Proposed to encourage students to participate in YOGA classes
- Proposal for construction of separate administrative building for the college
- Proposed to implement Common Minimum Standard (CMS) for Academic Institution set by Department of Higher Education, Government of Odisha.
- Propose3d to motivate faculty members to undergo refresher courses
- Proposed to promote institution neighbourhood relationship through extension activities of NCC, NSS and YRC

### **Achievements :**

- ✓ First instalment of Fund for Construction of Ladies Hostel Received and Requested the Public Works Department for spot selection, planning and construction of the Hostel Building
- ✓ Sanction of the fund by the State Government for the proposed construction of classroom (Nos.03) and the Public Works Department (PWD) Initiated and completed the construction Work.
- ✓ Sanction Letter received from UGC for Installation of proposed diesel generator as power backup.

- ✓ Fund received and the Coaching classes started in the PG Departments for UGC Net Examination, Career counselling and Remedial classes started as proposed, equal opportunity cells started functioning.
- ✓ Proposal to set broadband Network Connectivity under NMEICT is under consideration.
- ✓ E – ad mission process started successfully through Students Admission Management System (SAMS)
- ✓ Supplied some of the research equipment to Science Laboratories as per their requirement.
- ✓ Extension activities are in proper order.
- ✓ Construction of play ground in progress. ☒☒

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

Planning Board of the College approved the plan of action after a detailed discussion with college authorities and formal sanction was given.



## 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	04	00	00	00
UG	11	00	00	00
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
<b>Total</b>	15	00	00	00
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

##### 1.2 (i) Flexibility of the Curriculum: Core and Elective option

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Nil
Trimester	Nil
Annual	All

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*

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
59	44	15	NA	NA

2.2 No. of permanent faculty with Ph.D.

11

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
17	27	10	05	NA	NA	-	-	27	32

2.4 No. of Guest and Visiting faculty and Temporary faculty

05

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	02	00
Presented papers	00	01	00
Resource Persons	00	00	00

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

- 1) ICT is introduced by the college in teaching and learning.
- 2) Regular educational excursions in Botany and Zoology Departments are held.

2.7 Total No. of actual teaching days

during this academic year

245

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

Nil

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

00

11

NA

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

62

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA	179	18.2	9.72	31.94	58.34	80.45
B.Sc	94	60	61	22	17	84
B.Com	93	35	50	20	00	70
MA (Odia and Pol. Sc)	24	-	68	32	00	100
M.Sc	00	00	00	--		00
M.Com	16	-	51	43		94

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

IQAC suggested that the Teacher –In- Charge and Departmental heads meet at the beginning of each session to prepare the Annual Plan. The IQAC also provides its report of the academic performance of the college so that the Principal can act on it. The IQAC takes Student Feedback from outgoing students and gives a report to the Teacher in Charge.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

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	12	04	Nil	00
Technical Staff	20	14	Nil	01

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. IQAC regularly informs and encourages the faculty members to apply for research grants projects and grants to UGC/DST/DBT etc.
2. The college authorities provide all necessary infrastructural support including space for carrying out research work.
3. The students at their final year of graduation are also required to submit a paper as their project work, where teachers of different departments supervise the work of the students.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	00	00	00
Non-Peer Review Journals	00	00	00
e-Journals	00	00	00
Conference proceedings	00	00	00

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	00	00	00	00
Minor Projects	00	00	00	00
Interdisciplinary Projects	00	00	00	00
Industry sponsored	00	00	00	00
Projects sponsored by the University/ College	00	00	00	00
Students research projects <i>(other than compulsory by the University)</i>	00	00	00	00
Any other(Specify)	-	-	--	-
Total	00	00	00	00

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
Number	-	01	-	-	-
Sponsoring agencies	-	College	-	-	-

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 :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent	Nil	Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level	22	State level	06
National level	02	International level	Nil

3.22 No. of students participated in NCC events:

University level	-	State level	12
National level	03	International level	-

3.23 No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC:

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

3.25 No. of Extension activities organized

University forum	Nil	College forum	03		
NCC	04	NSS	03	Any other	Nil

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

- Tree Plantation
- Blood Donation
- Road Safety
- World AIDS Day Awareness Rally
- Traffic Control During World Famous “DHANUYATRA” Festival at Bargarh and RATHYATRA festival at Bhatli

## 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	20,2300Sq.Mtr	00	NA	20,2300Sq.Mtr
Class rooms	17	03	State Govt	20
Laboratories	08	00	NA	08
Seminar Halls	01	00	NA	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

- Initiation of e-admission process through Students Admission Management System.
- Computerisation of Account Section

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	39078	-	3400	7,21,000/-	42,478	-
Reference Books	7759	-	249	80,000/-	8008	-
e-Books	-	-	00	00	-	-
Journals	00	00	05	10,000/-	05	10,000/-
e-Journals	-	-	00	00	-	-
Digital Database	-	-	00	00	-	-
CD & Video	-	-	00	00	-	-
Others (specify)	-	-	-	--	-	-



#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	05	01	02	Nil	01	01	10	-
Added	02	00	-	-	-	-	-	-
Total	07	01	02	Nil	01	01	10	-

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

Departments are provided with Desktop computers. A computer laboratory has been established to be used by the faculty members. Two computer prolific staff have been appointed by the college to train the teachers and staff members to use the computers and internet facility. The college is trying to provide internet facility all departments in near future.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	0.25 Lac
ii) Campus Infrastructure and facilities	3.15 Lacs
iii) Equipments	1.45 Lacs
iv) Others	0.35 Lacs
<b>Total :</b>	<b>5.2 Lacs</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Through Notice Board
- Through circulars
- Meeting with the students

#### 5.2 Efforts made by the institution for tracking the progression

Individual departments, at the suggestion of the IQAC, try to keep track of the progress of their students.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1256	86	00	00

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

Men	No	%	Women	No	%
	833	62		509	38

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
398	125	158	650	01	1332	409	127	162	642	02	1342

Demand ratio 1. Arts- 1:4

2. Science- 1:3

3. Commerce- 1:2

Dropout % : **30.17 %** (At different stages of Three Year Bachelor and two year P.G Programme )

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

The College has a UGC approved “Coaching Classes for Entry in Service” Unit. This unit trains students for Bank, SSC, PSC, RAIL, and Other competitive Exam. Etc. The PG Department of the College provide coaching for UGC-NET examination.

No. of students’ beneficiaries: 12

### 5.5 No. of students qualified in these examinations

NET	<input type="text" value="Nil"/>	SET/SLET	<input type="text" value="Nil"/>	GATE	<input type="text" value="Nil"/>	CAT	<input type="text" value="Nil"/>
IAS/IPS etc	<input type="text" value="Nil"/>	State PSC	<input type="text" value="Nil"/>	UPSC	<input type="text" value="Nil"/>	Others	<input type="text" value="Nil"/>

### 5.6 Details of student counselling and career guidance

The college has a “Career Counselling Cell” the grant of which has been provided by the UGC during its XI Plan Period. One of the objectives of this cell is to help the students who come from economically backward families with placement opportunities and also provide institutional support. We also provide them guidance as to how they can make use of these opportunities.

No. of students benefitted

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	14	06	Record Not Found

\*\*\*College has no placement cell , but some time various organisations & companies visit our College for their promotional campaign & recruitment. The College provides them with the required support.

### 5.8 Details of gender sensitization programmes

Women’s cell and NSS play a major role in bringing revolutionary changes in the college and society. Girls are trained to take a lead role. Legal awareness classes are provided especially to the girl students. The College also has NCC girls Wing which trains the girls to take leadership in various spheres of life. The College organise seminars on women empowerment.

### 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

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	00	00
Financial support from government	388	Rs. 15,05,448/-
Financial support from other sources (UGC-Equal Opportunity Scheme)	87	Rs.1,20,000/-
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / 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

Panchayat College aspires to have a transformational impact on students of various backgrounds enabling them to discover their inner potentialities through comprehensive education by inculcating qualities of human values, competence, confidence and excellence.

**Mission:**

- ❖ To instill scientific zeal and develop skilled human resource to contemporary challenges.
- ❖ To facilitate young adult learners with opportunities to hone their ethics, multidimensional personalities and leadership potential.
- ❖ To sensitize learners towards inclusive social concerns, human rights, gender and environmental issues.
- ❖ To build up conscious, law abiding, responsible and knowledgeable citizens.

#### 6.2 Does the Institution has a management Information System

No

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

##### 6.3.1 Curriculum Development

Nine numbers of Associate Professors of the college are members of Board of Studies of the Sambalpur University. The BOS are the statutory bodies' responsible for development of curriculum for Undergraduate courses.

##### 6.3.2 Teaching and Learning

Every department is encouraged to use LCD projectors and White Boards for improvement of Teaching – Learning Processes. They are also encouraged to conduct seminars in the department regularly.

##### 6.3.3 Examination and Evaluation

The college follows the examination norms and rules laid by Sambalpur University, Odisha while conducting the University examinations. It also conducts test examination basing on which the students are allowed to appear in the final university examination. The college has also been selected as a central valuation zone by Sambalpur University.

#### 6.3.4 Research and Development

The Faculty members are encouraged to apply for research projects to various funding agencies like UGC, CSIR, ICSSR.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The college is planning to make extension of its existing library building where a reading room of 60 seating capacity will be established. LCD projectors have been supplied to five departments to be used for improvement of teaching and learning process. The High speed broadband network internet facility is also available and the faculty members are encouraged to use the service to refer the online study material for improvement teaching, learning and research. There is a proposal for construction of five classrooms, four laboratories and one administrative blocks.

#### 6.3.6 Human Resource Management

Faculty members of the college are assigned responsibilities to organise and manage various activities of the college like accounts, administration, sports and games, library , college magazine, drama and debates, NSS, NCC, students grievance etc.

#### 6.3.7 Faculty and Staff recruitment

It is the responsibility of the state government to appoint both teaching and non-teaching staff through Public Service Commission and SSB as it is a government college. However, the college makes temporary appointments to some of the post like guest faculty for teaching and contractual temporary appointment for non-teaching like attendants, Gardner, watchman etc from its own development funds.

#### 6.3.8 Industry Interaction / Collaboration

There is no collaboration with any industrial body.

#### 6.3.9 Admission of Students

Admissions into all undergraduate courses are carried out under e-admission through Student Admission Management System (SAMS). Admission into post graduate studies are done on the basis of aggregate marks in the qualifying examination. The students having honours at degree level are given first preference in their respective subjects.

6.4 Welfare schemes for	Teaching	PF, Gratuity, Medical Insurance, Cash incentive for paper presentation, Pension Scheme
	Non teaching	Medical Insurance, Loan facility, PF, Pension Scheme
	Students	Social Service guild

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	No	No	Yes	Head of the Departments and IQAC
Administrative	No	No	Yes	Administrative Bursar and Principal

6.8 Does the University/ Autonomous College declare 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

Alumni Association supports in-

- i. Solving the existing Land dispute of the college.
- ii. Pressurise the Govt. to fill up the vacant positions
- iii. Conducting extension activities and sports and games events

#### 6.12 Activities and support from the Parent – Teacher Association

Parent Teacher association meeting is conducted where the parents are told about the progress of their wards. They are also requested to take interest in the study of their wards at Home.

#### 6.13 Development programmes for support staff

The support staffs are encouraged to use computer available in the college and in the office as the college admission is totally computer based. There are two computer technicians in the college and the support staffs are taking computer training from them.

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

The college has undertaken tree plantation programme in the campus in collaboration with Forest department of the district.



## 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.

- |     |   |
|-----|---|
| i.  | Introduction of student admission management system for e-admission |
| ii. | Beginning of career counselling with the support of UGC             |

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

Plan	Action Taken

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

- |     |   |
|-----|---|
| i.  | E-admission through SAMS  |
| ii. | Sensitize students regarding dress code, punctuality and discipline |

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

7.4 Contribution to environmental awareness / protection

- |    |  |
|----|--|
| 1. | Tree Plantation                        |
| 2. | Awareness camp for forest conservation |
| 3. | Organisation of World Earth Day        |

7.5 Whether environmental audit was conducted?    Yes     No

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

The institution conducted an internal SWOT analysis to identify its strengths, weaknesses, opportunities and threats and is devising plans for future developments accordingly
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## **8. Plans of institution for next year**

- Proposed to construct Five Classrooms
- Proposed submitted to PWD, State Govt. for construct four Laboratory
- Proposal submitted to PWD, State Govt. for extension of library building
- Proposal submitted for construction of two boys hostel of 100 capacity each
- Proposal for continuation of NET/SET, NET coaching, Entry in Service and equal opportunity cell.
- Proposal for construction of College canteen
- Proposal for Tree plantation and Blood Donation Camp through extension activity of NSS.
- Proposal for organising a National seminar
- Proposed to Organise PTA meeting and alumni meeting to resolve the existing Land dispute in the college campus.
- Proposal to establish a new water supply channel from a newly dug well in the college campus and to renovate the existing water old supply pipeline and tanks.
- Proposal given to the Department of Higher Education, Government of Odisha to fill the vacant position (Both Teaching and Non-teaching) in the college.
- Proposed to adhere to the common minimum standard set by the Department of Higher education, Government of Odisha.

Name: DR. PANDABA BEHERA,



Dt.20.5.2015

Signature of the Coordinator, IQAC

Name: BINOD KUMAR SARANGI, dt.



Dt.20.5.2015

Signature of the Chairperson, IQAC

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**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 Programme
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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