2015-16

PANCHAYAT COLLEGE, BARGARH

The Annual Quality Assurance Report (AQAR) of the IQAC

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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

1. Details of the Institution

1.1 Name of the Institution	PANCHAYAT COLLEGE, BARGARH
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-2014-15.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	1st Cycle	B+	76.00	2006	2011
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.6 Date of Establishment of IQAC :   DD/MM/YYYY   20/07/2010

1.7 AQAR for the year *(for example 2010-11)*   2015-16

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*
  i.   AQAR-2011-12   Dtd. 20/05/2015
  ii. AQAR-2012-13   Dtd. 20/05/2015
  iii. AQAR-2013-14   Dtd. 20/05/2015
  iv. AQAR-2014-15   Dtd. 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   NO

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   06

2.2 No. of Administrative/Technical staff   02

2.3 No. of students   01

2.4 No. of Management representatives   01

2.5 No. of Alumni   01

2. 6 No. of any other stakeholder and
   community representatives   02

2.7 No. of Employers/ Industrialists   01

2.8 No. of other External Experts   01

2.9 Total No. of members   15

2.10 No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholders: No. [04]   Faculty [02]

Non-Teaching Staff Students [01]   Alumni [01]   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. [1] International [-] National [-] tate [-] titution Level [1]

(ii) Themes

Quality improvement through advanced infrastructural and teaching learning facilities.

2.14 Significant Activities and contributions made by IQAC

- Formulation of plan of action and ensuring the execution of project
- Providing Wi-Fi facilities in the College Campus
- Creating more avenues for students to engage themselves in community services
- Organising "Swachha Bharat Aviyan" to make the campus clean
- Sensitizing students to ecological and environmental issues
- Motivating departments to organise Seminars
- Empowering lady staff and students with life skills
- Organisation of Yoga Classes

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 :

➢ Proposed to pursue for sanction of grant for construction of Women Hostel

➢ Proposal for construction of a new Library Building

➢ Proposal to construct of 100 seated Auditorium

➢ Proposal for establishment of a Student Counselling Centre

➢ Proposal for installation CCTV Camera round the Campus

➢ Planning for conduct of Coaching Classes under Career Counselling & Remedial Coaching for slow learners.

➢ Faculty members sensitized to apply for research grants to UGC

➢ Faculty members pursued to apply for National Seminar to UGC

➢ Proposed to start Teacher Education Programme (B.Ed. Course) in the College

➢ Proposed to start a Wall Magazine in the College

➢ Proposal to pursue the state govt. to fill up the vacant teaching and non-teaching post

Achievements :

✓ Fund for Smart room cum conference hall sanctioned by State Govt. and construction work has been completed.

✓ Construction of the classroom completed by the PWD, State Govt. of Odisha.

✓ Fund received for college canteen and construction work completed.

✓ Architectural Plan for construction of Main Gate of college is in progress by PWD.

✓ Proposal to open B. Sc Computer Science is under consideration by the authority of the State Govt.

✓ Permission from NCTE obtained to start B. Ed Programme (Self Financing) from the session 2016-17.

✓ Choice Based Credit System will be implemented from the coming session 2016-17.

✓ Library automation & up-gradation is in progress.

✓ A dynamic webpage with updated data content has been lunched.

- ✓ Construction work of the extension of library building is completed.

- ✓ Construction of four 32 seated laboratories completed.

- ✓ Installation of CCTV Camera in the campus

- ✓ Providing Wi-Fi facilities to students & staffs in the college

- ✓ Conduct of one National Seminar by P.G. Department of Odia

- ✓ One of the Ph.D. Scholars of Dr. S.K. Dash submitted his Ph.D. Thesis in Sambalpur University.

- ✓ Two of the faculty members of English Department submitted their Ph.D. Thesis and waiting for Viva-Voce.

- ✓ 4 faculty members participated in Refresher Courses under Faculty Development Programme.

- ✓ Two faculty members, one each from the department of History & Odia awarded Doctor of Philosophy.

2.15 Whether the AQAR was placed in statutory body   Yes   √ No

Management ☐   Syndicate ☐   Any other body √

Provide the details of the action taken

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

Part – B

Criterion – I
1. 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	-	-	-	-
Total	15	00	00	00

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	Nil
Trimester	Nil
Annual	15

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

Mode of feedback   :   Online ☐   Manual ☑   o-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.

The Board of Studies and Academic Council of the university update the syllabi from time to time

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	-	-

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
18	26	10	05	-	-	-	-	28	31

2.4 No. of Guest and Visiting faculty and Temporary faculty | 14 | | - | | - |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	03	-
Presented papers	-	03	-
Resource Persons	-	01	-

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

1) ICT is introduced by some of the department particularly Science & English departments in teaching and learning.

2) To teach the students in a more illustrative and understandable way, teachers are using laptops, LCD projector in the class room. Certain departments are using different academic software for advanced learning of their students.

3) The Principal encourages the teachers to participate in Refresher Courses, Seminar etc for faculty improvement.

4) Regular educational excursions in Botany and Zoology Departments are held.

5) Departmental Seminars are regularly organised by the departments to enhance student's participation in the process of Teaching & Learning.

2.7 Total No. of actual teaching days during this academic year | 246 |

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

| Yes |

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

| - | 09 | - |

2.10 Average percentage of attendance of students

| 69 |

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	121	15	31.10	48.73	4.20	84.29
B.Sc	135	53	53.33	16.29	2.22	71.85
B.Com	94	6	12.5	62.5	40.42	70.21
MA	17	-	12.00	71.00	12.00	95.00
M.Sc	00	-	-	-	-	-
M.Com	10		20.00	40.00	20.00	80.00

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

The Teacher-in-Charge and Departmental heads meet at the beginning of each session to prepare the Annual Plan. The IQAC 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

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	04
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	63	39	02	14
Technical Staff	19	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.

4. Final Year P.G students of Department of Odia prepare a field report as a part of their curricular activity.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	03	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	05	-

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	-	-	-	-
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. ☐ 02   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
Number	-	01	-	-	01
Sponsoring agencies	-	College	-	-	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   NIL

Total   -

3.16 No. of patents received this year

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

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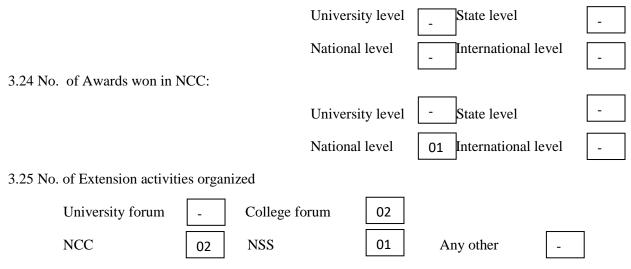   Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution
     who are Ph. D. Guides   02
     and students registered under them   06

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   -   State level   -

National level   -   International level   -

3.22 No. of students participated in NCC events:

University level   -   State level   45

National level   10   International level   -

3.23 No. of Awards won in NSS:

University level [-] State level [-]

National level [-] International level [-]

3.24 No. of Awards won in NCC:

University level [-] State level [-]

National level [01] International level [-]

3.25 No. of Extension activities organized

University forum [-] College forum [02]

NCC [02] NSS [01] Any other [-]

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

- Tree Plantation
- Awareness camp for Forest Conservation
- AIDS Day Awareness Rally
- Blood Donation Camp
- Swachha Bharat Abhijan
- Education Day Workshop
- Zonal Level Red cross Training
- Human Rights Day
- Citizenship Training
- World Yoga Day
- Road Safety Week

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	21	03	State Govt	24
Laboratories	08	04	State Govt	12
Seminar Halls	01	00	NA	01
Conference Hall	-	01	State Govt	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	03	01	UGC and State Govt	04
Value of the equipment purchased during the year (Rs. in Lakhs)	8.5	20	State Govt	28.50 lakhs
Wi-Fi	-	10 lakhs	UGC	10 lakhs

4.2 Computerization of Administration and Library

> ➢ Library Automation is in progress.
> ➢ New Dynamic Webpage have been lunched
> ➢ Account section is fully computerised.
> ➢ Admission is fully automated.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	42,988	-	160	71,542/-	43,148	-
Reference Books	8118	-	40		8158	-
e-Books	-	-	-	-	-	-
Journals	14	-	46	-	60	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	39	01	11	01	01	01	10	-
Added	-	-	-	-	-	-	-	-
Total	39	01	11	01	01	01	10	-

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

> No such training programmes were undertaken by the College, but the college has provided internet facility through Wi-Fi to all the students & staffs during office hours. The college has its own software for admission and maintenance of database. The college has its own website.
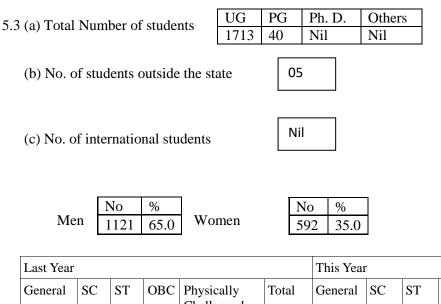
4.6 Amount spent on maintenance in lakhs :

i) ICT

0.2 Lakh

ii) Campus Infrastructure and facilities

5.7 Lakhs

iii) Equipments

2.0 Lakhs

iv) Others

0.7 Lakh

Total :

8.65 Lakhs

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> ➢ IQAC arrange special meeting with faculty members in charge of Grievance Redressal Cell, Equal Opportunity Cell, Remedial Coaching, Career Counselling Cells, Net Coaching, Women Harassment cell, Library Staff and Anti-Ragging cell and impress upon them to improve awareness among the students.
>
> ➢ IQAC also put information regarding various support systems on the Notice Board and College Website time to time.
>
> ➢ College Calendar and College Magazine are also available on the website.

5.2 Efforts made by the institution for tracking the progression

> Tracking of students' progression is done at the departmental level. All departments hold Three Unit Tests before promoting a student for University Examination. IQAC periodically hold meeting to assess the academic progress with the concerned department if any problem arise.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1713	40	Nil	Nil

(b) No. of students outside the state

05

(c) No. of international students

Nil

Men

No	%
1121	65.0

Women

No	%
592	35.0

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
498	312	186	755	05	1756	743	135	207	633	03	1721

Demand ratio: 1:5   Dropout % : **21.22%**

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

> i. Entry into Service (UGC sponsored)
>
> ii. Career Counselling

No. of students beneficiaries | 150 |

5.5 No. of students qualified in these examinations

| NET | - | SET/SLET | - | GATE | - | CAT | - |
| IAS/IPS etc | - | State PSC | - | UPSC | - | Others | - |

5.6 Details of student counselling and career guidance

> Career Counselling Cell regularly guides the students for various competitive examinations like Banking, Railways, PSUs, Academics, and Administrative etc. The students with interest to pursue higher studies are provided with previous questions papers and are guided through discussion in special sessions.

No. of students benefitted | 48 |

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
-	-	-	-

5.8 Details of gender sensitization programmes

> ➢ The college has a sexual harassment cells which take serious view on gender related issues.
>
> ➢ The faculty members remain vigilant of any such incident inside the college campus.

5.9 Students Activities

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

State/ University level **11**   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 **02**   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	-	-
Financial support from government	696	Rs.27,91,977/-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives: Nil

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   **05**

5.13 Major grievances of students (if any) redressed:
- Demand for Indoor Game Complex :   Redressed
- Gymnasium: Not Redressed
- Fitness Centre: Not Redressed
- Health Care Centre: Not Redressed
- Extension of Cycle Stand :   Redressed
- Establishment of a College Canteen: Redressed

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 instil 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 have a Management Information System

NO

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

6.3.1 Curriculum Development

Eight 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 will Implement the Choice Based Credit System (CBCS) from the coming session and examination will be held through semester system.

6.3.4 Research and Development

- ➢ Three UGC funded Minor projects are going on in the college (PIs: Mr. C.R Sahu and Mr. Umsesh Mohapatra from Dept. of English and Mr. Nakul Seth from Dept. of History).

- ➢ One DST sponsored Fast Track Project (Young Scientist) : Dr. Iswar Baitharu, Dept. of Zoology is under consideration.

- ➢ Dr. Mahendra Kumar Dash, Dept. of Political Science, running two projects : One UGC Major Project and One ICSSR sponsored in collaboration with faculties at P.G Dept. of Political Science and Public Administration, Sambalpur University, Odisha.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ➢ Library Automation is going on and will be completed shortly.

- ➢ All Science departments have LCD projectors, Podiums and Sound system in their classroom.

- ➢ Smart Classroom with ICT Facility developed to be used by the all faculty members.

- ➢ Language Laboratory has been developed to improve the communication skill of the students.

- ➢ A numbers of sophisticated laboratory equipments have been added to the Science labs.

- ➢ A new laboratory complex building is ready to be furnished.

- ➢ Library reading room facility developed.

6.3.6 Human Resource Management

New faculty members having computer proficiency are given several crucial academic and administrative responsibilities.

6.3.7 Faculty and Staff recruitment

- ➢ Ten new staffs have been appointed on Ad-hoc basis by the Department of Higher Education, Govt. of Odisha.

- ➢ Fourteen numbers of guest lecturers are appointed by the college authority for smooth completion of courses.

6.3.8 Industry Interaction / Collaboration

No Industrial Interaction has been done.

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

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	DHE	Yes	Principal
Administrative	No	-	Yes	Principal

6.8 Does the University/ Autonomous College declares results within 30 days? **N.A.**

For UG Programmes   Yes   No

For PG Programmes   Yes   No

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

Not Applicable.

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

- Alumni members met the education minister and requested the government to fill up the vacant teaching and non-teaching post in the college.

- Alumni also helped the college authority to solve issues related to land disputes.

- Alumni also helped in getting NOC from the Govt. to open B.Ed. Course in the College.

6.12 Activities and support from the Parent – Teacher Association

Parent Teacher association meeting is conducted where the parents are informed 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

- Tree Plantation to make the campus Green

- Maintenance of gardens

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

  i.   Development of Communication Skills in English

  ii.   Self defence Training for girls students

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
Proposed to construct a Women's Hostel	Construction work in going on.
Proposed to develop a Computer Lab	Work is in progress
Proposal for construction of New Main Entrance Gate.	Design has been Developed by Architect of PWD. Fund yet to be received.
Proposal to start Bachelor degree in Computer Science in the college	Proposal is pending with DHE, Govt. of Odisha.
Proposal to begin 100 seated Bachelor in Education (B. Ed) programme	NCTE has sanctioned for opening of B.Ed. with 50 seats from the session 2016-17.
Proposal to upgrade the existing library automation system from old format to UGC recommended Library Management System	Up gradation and Database generation going on
Proposal to pursue the state govt. to fill up the vacant teaching and non-teaching position	Under Process

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

> 1. Empowerment of women and all round development of students.
>
> 2. Quality promotion through IQAC-Quest for excellence.

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

7.4 Contribution to environmental awareness / protection

> 1. Awareness Campaign on "Say No to Polythene"
>
> 2. Rallies to generate awareness on Forest Conservation

7.5 Whether environmental audit was conducted?   Yes ☐ o   No

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

Weakness:

    i.   Lack of sufficient regular teaching staff

    ii.   Vacancy of Physical Education of Teacher

    iii.   Lack of sufficient staff in the Library

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8. **Plans of institution for next year**

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1. Planning to implement Choice Based Credit System through Semester pattern of examination.

2. Introduction of Vocational courses in the college

3. Planning to give proposal for construction of an auditorium of 500 seating capacity

4. Biometric attendance system to manage faculty and staff properly

5. Establishment of a computer lab

6. Initiate the formal process and admission of students to B.Ed Courses

7. Planning to submit a proposal for construction of Gymnasium

8. Planning to begin a new girl wing of NSS Unit

9. To begin U.G. Course in Soil Chemistry

10. Construction of a Swimming Pool

11. To begin Diploma & Degree Course in Management

Name: DR. PANDABA BEHERA,   *Name: BINOD KUMAR SARANGI, dt.*

_____Dt.03.10.2016_____   *_____Dt.03.10.2016_____*

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

_____ *** _____

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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BEST PRACTICE-I

1. **Title of the practice**

Development of Communication Skills in English.

2. **Objectives of the practice**

The objectives of the practice is to enhance ability of the students to develop communication skills in English.

3. **The context**

Since long it has been observed that students passing out from our colleges and universities even with high percentage of marks are lacking in communication skills in English, which make them less employable. Further, English syllabuses in the higher secondary and graduation levels are mostly traditional, which do not cater to the need of our students, especially for developing their listening and speaking competence. In the circumstances, the Govt. of Odisha has launched a "Short Term Course in Communication Skills in English", for the students of degree classes. The course is fully sponsored by the Govt. and therefore free of cost.

4. **The practice**

A number of good practices are adopted by the college to maintain the stakeholders' relationship. These are:

- Communication Skill Classes are organised for the students after their regular classes are over and also on Sundays.

- Applications are invited from students for enrolment.

- Students are divided into groups of 24.

- Faculty members of English Department & some invited Guest faculties take classes in the Language Lab.

- ICT is used to develop communication skills.

- Students are encouraged to participate in group discussion.

- Individual guidance is provided to weak participants.

- Presentation skills & skill of facing the Interviews are taught.

5. Evidence of Success

Students after attending communications skill development classes are showing more interest in participation in Seminar & Group Discussion.

6. Problems encountered and resources required

- The Programme has been started with the financial support of State Govt. Once the financial grant stopped, the college has to generate its own fund to run the programme.

7. Challenges

- Inculcating communication skills among all the passing out students of the college.

- Starting a Certificate course in communication skills on self financing basis.

- Motivating students to develop habit of using English in all types of communication.

- Developing the analytical ability of students in English.

- Raising fund to develop another laboratory with seating capacity of 60 to cater to the need of large numbers of stake-holders.

BEST PRACTICE-II

1. **Title of the Practice:** Empowerment of women and all round development of studies.

2. **Goal:**

    The primary objectives of this practice is to bring about a total development of the personality of the students and prepare them as better citizens of the society and meet greater challenges in their lives. Keeping in mind the need of the hour, facilities for Women Empowerment are also undertaken.

3. **The Context:**

    In modern times it is observed that physical education is a neglected area, for which the educated youth of today has a truncated growth. Hence the need for physical training like Yoga to build up the all round personality with proper emphasis on physical and spiritual dimensions of life are the need of the hour similarly women who are traditionally regarded as the weaker sex need to be trained up properly to participate equally and fearlessly in the Social Development. To cater to these needs, special courses in yoga and physical training for women, are imparted in the college.

4. **The Practice:**

    A number of good practices have been introduced in the college for physical training and women empowerment. These are:

    *   The students are encouraged and to attend yoga and physical training classes regularly.

    *   Yoga camps are organized in the college & hostel premises at regular intervals under the supervision of a qualified yoga master of Bihar School of Yoga (Munger).

    *   The college is the Nodal Centre in the District of Bargarh to provide Self-Defence Training to women participants in the college.

    *   Women participants of the college are groomed as trainers to provide training in other colleges in the Districts.

    *   The N.S.S. Unit of the college organizes camps to create social awareness & spread socially relevant messages in the nearby areas.

5. **Evidence of Success:**

    The yoga and physical training helps the students to increase their skill and performance in the sporty activities which helps them to get entry into jobs in the police, military and Para-military services. Self- Defence Training for Women is a programme that has received wide appreciation from the public and alumni.

6. **Problems encountered and Resources required:**

The college has a locational disadvantage which discourages greater participation of women in the self-defence training and lack of separate infrastructural support to provide a gender specific training in a co-educational environment. Vacancy in the position of a Physical Education Trainer (PET) for a long time in the college has its negative impact on the greater participation and improvement of the skills of students.

7. **Note:**

The college motivates the students to have increased involvement and participation in the empowerment of women and all round development of students programmes. The college has also plans to enrol maximum students in such courses in future.

Any additional information regarding innovative and best practices which the institution would like to include.

- The institution has a Governing Body comprising members from the college, State Govt. administration, and People's representative, eminent persons from the district for planning, implementation and evaluation of academic and developmental programmes.

- The administrative, Academic and Accounts Bursar look into matters relating to the respective aspects of the college.

- As a part of e-governance, e-admission is introduced in the college. As a part of the system of admission a help desk is there to help the applicant. After the admission an Induction class is conducted to apprise the newly admitted students about the course, college administration and other related information regarding the institution.

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