



YEARLY STATUS REPORT - 2020-2021

| Part A | |
|--|------------------------------------|
| Data of the Institution | |
| 1.Name of the Institution | WOMEN'S COLLEGE, JHARSUGUDA |
| • Name of the Head of the institution | MS GULAPI MAYEE DASH |
| • Designation | PRINCIPAL |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 06645272125 |
| • Mobile No: | 9861036207 |
| • Registered e-mail | PRINCIPALWCJ@GMAIL.COM |
| • Alternate e-mail | renukapujari1966@gmail.com |
| • Address | MANGAL BAZAR ROAD |
| • City/Town | JHARSUGUDA |
| • State/UT | ODISHA |
| • Pin Code | 768201 |
| 2.Institutional status | |
| • Affiliated / Constitution Colleges | |
| • Type of Institution | Women |
| • Location | Urban |
| • Financial Status | Grants-in aid |

| | | | | | |
|---|---|----------------|-----------------------------|---------------|-------------|
| • Name of the Affiliating University | SAMBALPUR UNIVERSITY | | | | |
| • Name of the IQAC Coordinator | MRS RENUKA PUJARI | | | | |
| • Phone No. | 9438074757 | | | | |
| • Alternate phone No. | 06645295125 | | | | |
| • Mobile | 9438074757 | | | | |
| • IQAC e-mail address | IQACWOMENSJSG@GMAIL.COM | | | | |
| • Alternate e-mail address | PRINCIPALWCJ@GMAIL.COM | | | | |
| 3. Website address (Web link of the AQAR (Previous Academic Year)) | http://www.womenscollegejharsuguda.edu.in/wpcontent/uploads/2020/11/AQAR2018.pdf | | | | |
| 4. Whether Academic Calendar prepared during the year? | No | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | NA | | | | |
| 5. Accreditation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 1 | B | 2.01 | 2009 | 29/01/2009 | 28/01/2015 |
| Cycle 2 | B+ | 2.51 | 2016 | 28/12/2016 | 27/12/2021 |
| 6. Date of Establishment of IQAC | | | 11/08/2011 | | |
| 7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc., | | | | | |
| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount | |
| NA | NA | NA | NA | NA | |
| 8. Whether composition of IQAC as per latest NAAC guidelines | | | Yes | | |
| • Upload latest notification of formation of IQAC | | | View File | | |

| | | |
|---|-----------------------|--|
| 9.No. of IQAC meetings held during the year | 0 | |
| <ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | No | |
| <ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report | No File Uploaded | |
| 10.Whether IQAC received funding from any of the funding agency to support its activities during the year? | No | |
| <ul style="list-style-type: none"> If yes, mention the amount | | |
| 11.Significant contributions made by IQAC during the current year (maximum five bullets) | | |
| Webinar of the department of Political Science on 17 July 2020 | | |
| Webinar of the department of HINDI on 14 SEP 2020 | | |
| Webinar of the department of HINDI on 07 NOV 2020 | | |
| Webinar of the department of HINDI on 20 DEC 2020 | | |
| FDP PROGRAMME IIPM ROURKELA ON 10 FEB 2021 | | |
| 12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year | | |
| Plan of Action | Achievements/Outcomes | |
| NA | NA | |
| 13.Whether the AQAR was placed before statutory body? | Yes | |
| <ul style="list-style-type: none"> Name of the statutory body | | |
| Name | Date of meeting(s) | |
| COLLEGE MANAGEMENT | Nil | |
| 14.Whether institutional data submitted to AISHE | | |

| | |
|--|---------------------------|
| Year | Date of Submission |
| NA | Nil |
| 15.Multidisciplinary / interdisciplinary | |
| | |
| 16.Academic bank of credits (ABC): | |
| | |
| 17.Skill development: | |
| | |
| 18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) | |
| | |
| 19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE): | |
| | |
| 20.Distance education/online education: | |
| | |
| Extended Profile | |
| 1.Programme | |
| 1.1 Number of courses offered by the institution across all programs during the year | 14 |
| File Description | Documents |
| Data Template | View File |
| 2.Student | |
| 2.1 Number of students during the year | 256 |
| File Description | Documents |
| Data Template | View File |

| | | |
|--|---------------------------|-----------|
| 2.2 | | 166 |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | | |
| File Description | | Documents |
| Data Template | View File | |
| 2.3 | | 230 |
| Number of outgoing/ final year students during the year | | |
| File Description | | Documents |
| Data Template | View File | |
| 3.Academic | | |
| 3.1 | | 44 |
| Number of full time teachers during the year | | |
| File Description | | Documents |
| Data Template | View File | |
| 3.2 | | 23 |
| Number of Sanctioned posts during the year | | |
| File Description | | Documents |
| Data Template | View File | |
| 4.Institution | | |
| 4.1 | | 23 |
| Total number of Classrooms and Seminar halls | | |
| 4.2 | | 39663716 |
| Total expenditure excluding salary during the year (INR in lakhs) | | |
| 4.3 | | 14 |
| Total number of computers on campus for academic purposes | | |

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution is affiliated with Sambalpur University in its degree level. As all the universities are instructed to follow the State Model UG Syllabus as prescribed by the Higher Education Department, Odisha, the college follows that. The institution has a mechanism for effective documented curriculum delivery. Of course, the senior teachers from different colleges represent the board of studies for the preparation of the syllabus. The syllabus received from the university is circulated among all the faculty members for the effective completion of the courses through an effective and successful delivery mechanism. However, after the completion of all the courses as per the syllabus, the academic committee of the college along with the exam committee adopts the proper evaluation method like internal examination, practical examination, projects submission, half-yearly examination, and annual examination. The documents related to the examinations like the tabulation register is retained by the examination controller and the progress report is given to all the students. In case of poor performance, the guardians and the parents are requested to be vigilant regarding the maintenance of study hour of the child at home. At the institution also, care is taken through the proctorial method and remedial classes. A meeting is conducted at the beginning of each session to carefully and meticulously evaluate the achievements of the previous session and fresh modalities are drawn to streamline the matters for the upcoming new session. Before the commencement of classes, a time table is provided to both students and teachers. It provides a framework within which the academic work of college proceeds. The teaching staffs maintain a Lesson Plan and Progress Register for an on-time and planned progress of the course. The registers are duly signed by the Head of the Concerned Departments and the Principal of the institution at the end of each month. Faculty members are encouraged to participate in various faculty development programs, orientation programs, refresher courses, workshops, and seminars in order to broaden thereby knowledge sphere and polish their teaching skills. The library of the institution works as an important aid in ensuring quality teaching and learning. Books, journals, magazines, reference books are available for the teachers and students. The teachers of our institution also access INFLIBNET e-Resources for improving their knowledge. The Academic Bursar of the institution

supervises the overall functioning of the academic work in the institution.

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | View File |
| Link for Additional information | Nil |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

At the beginning of each academic session, an academic calendar is prepared in consultation with the Principal and Academic Bursar of the institution. Keeping a vision of timely completion of course and timely commencement of examination the calendar is prepared. The schedule for the semester examinations is provided by the affiliating university of the institution. The guidelines and timelines provided by the university are strictly followed by the institution. Continuous Internal evaluation plays an important role in quality teaching-learning methods. The institution makes sure that the internal assessments are conducted at least 15 days before the examination. The question patterns for the internal assessment are provided by the university and our institution abides by it.

| File Description | Documents |
|--------------------------------------|---------------------------|
| Upload relevant supporting documents | View File |
| Link for Additional information | Nil |

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

- Academic council/BoS of Affiliating University
- Setting of question papers for UG/PG programs
- Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
- Assessment /evaluation process of the affiliating University

E. None of the above

| File Description | Documents |
|--|------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | No File Uploaded |
| Any additional information | No File Uploaded |

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

03

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | No File Uploaded |
| Institutional data in prescribed format (Data Template) | View File |

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| Brochure or any other document relating to Add on /Certificate programs | No File Uploaded |
| List of Add on /Certificate programs (Data Template) | No File Uploaded |

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | No File Uploaded |

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Women's College Jharsuguda has fabricated various mechanisms to incorporate Professional Ethics, Gender, Human Values, Environment and Sustainability in the teaching learning and extracurricular activities. The State Model Syllabus, which has been adopted by the institution, contains Environmental Studies as a compulsory paper for the first year UG students both in the science and arts stream. The green land mass of the institution opens up a practical arena of environmental consciousness and sustainability in front of the students. Various extension programmes such as cleanliness drives, plantation programmes etc. by NCC, YRC of the institution instills a sense of responsibility in the students towards the environment. Solar Panels have been installed to meet a part of the power requirement of the institution. Our institution has a Women Cell and Cell to make sure equality and safety is ensured. A Women Cell and an Internal Complaint Committee on Sexual Harassment of women at work places has been established to facilitate the maintenance of a safe work place. The institution conducts webinars and conducts programme from time to time to create awareness about Gender Equity and Environmental Sustainability.

| File Description | Documents |
|--|------------------|
| Any additional information | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | No File Uploaded |

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | No File Uploaded |

1.3.3 - Number of students undertaking project work/field work/ internships

0

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | No File Uploaded |

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

C. Any 2 of the above

| File Description | Documents |
|--|------------------|
| URL for stakeholder feedback report | No File Uploaded |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | No File Uploaded |
| Any additional information(Upload) | No File Uploaded |

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | https://survey.womenscollegejharsuguda.edu.in/evaluation |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

257

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

166

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Our Women's college Jharsuguda come from various backgrounds and display different abilities, both in academics and in extra-curricular activities. It is essential to quality teaching-learning to identify the learning abilities of students. Standard evaluation Process and Class Interaction and participation serve as important tools to identify slow learners and advance learners. Once identified, the teachers are encouraged to pay individual attention and effort to catalyse the learning process of the students through verbal Communication, Internal Evaluation, Group Discussions etc. Proctorial Groups/ Mentor- Mentee Groups have been curated to make sure that each student is included and paid attention to. Groups have been created with a mentor-mentee ratio of 1:9. The mentor carries out one-on-one interaction with the mentee to have a discussion about their problems and growth. Remedial classes have been carried out for students who need extra attention and care in academics. In the session 2020-21 no such classes could be conducted due to the pandemic COVID-19. Departmental Seminar, webinars, Soft Skill Programmes, various competitions are conducted from time to time to bring out various talent and abilities from the students and expand their horizon beyond academics.

| File Description | Documents |
|-----------------------------------|------------------|
| Link for additional Information | Nil |
| Upload any additional information | No File Uploaded |

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 19 | 01 |

| File Description | Documents |
|----------------------------|------------------|
| Any additional information | No File Uploaded |

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Our Women's college Jharsuguda come from various backgrounds and display different abilities, both in academics and in extra-curricular activities. It is essential to quality teaching-learning to identify the learning abilities of students. Standard evaluation Process and Class Interaction and participation serve as important tools to identify slow learners and advance learners. Once identified, the teachers are encouraged to pay individual attention and effort to catalyse the learning process of the students through verbal Communication, Internal Evaluation, Group Discussions etc. Proctorial Groups/ Mentor- Mentee Groups have been curated to make sure that each student is included and paid attention to. Groups have been created with a mentor-mentee ratio of 1:9. The mentor carries out one-on-one interaction with the mentee to have a discussion about their problems and growth. Remedial classes have been carried out for students who need extra attention and care in academics. In the session 2020-21 no such classes could be conducted due to the pandemic COVID-19. Departmental Seminar, webinars, Soft Skill Programmes, various competitions are conducted from time to time to bring out various talent and abilities from the students and expand their horizon beyond academics.

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Link for additional information | Nil |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

1. Projectors- 4 projectors are available in different classrooms/labs 2. Desktop and Laptops- Arranged at Computer Lab and Faculty cabins all over the campus. 3. Printers- They are installed at Labs, HOD and all prominent places. 4. Photocopier machines - Multifunction printers are available at all prominent places in the institute. There are four photostat machines available in campus. 5. Scanners- Multifunction printers are available at all prominent

places. 6. Seminar Rooms- Three seminar halls are equipped with all digital facilities. 7. Smart Board- One smart board is installed in the campus.

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | Nil |

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

1:9

| File Description | Documents |
|---|------------------|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| mentor/mentee ratio | No File Uploaded |

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

44

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | No File Uploaded |

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc.

/ D.Litt. during the year

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | No File Uploaded |

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Our institution conducts the internal assessments as per the guidelines of the affiliating University. Internal Assessments are conducted for each semester. The university has provided a detailed question pattern for each stream. Students are informed about the scheme of the assessments. For subjects with practical examination the internal assessment is of 15 marks and for subjects not with practical examination the assessment is of 20 marks. Students are communicated clearly about the scheme of the examination. At least 15 days before the commencement of every semester examination, the whole internal assessment process is completed and marks are uploaded to the website. In the context of COVID-19 pandemic, keeping in view of safety internal assessments were conducted through online mode. Mock tests were conducted to orient students about the process of online examination. Then examination was

conducted through a meeting on Google Meet. Questions and answer scripts were sent and received by emails.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Women's College, Jharsuguda follows the guidelines prescribed by Sambalpur University, Jharsuguda for the conduct of examinations. After the completion of evaluation marks are uploaded to the website within the stipulated time, as mandated by the University. Any grievances related to the internal examination are directly conveyed to the Internal Examination Committee. If any student is not satisfied with the score obtained, she is advised to meet the head of the examination committee. In such cases the head of the committee appoints the senior most teacher of the concerned department to re-evaluate the paper. Any student who has failed to appear the internal examination on medical grounds, then that student is asked to submit supporting documents and he or she is allowed to appear the Internal Examination on a rescheduled date. In this way transparency and efficiency is ensured in the examination and evaluation process. Internal examinations of all subjects are scheduled to be completed at least before 15 days of the commencement of semester examination. Depending upon the scheduled timing of semester examination declared by the affiliating university, the internal examinations are scheduled and the whole process of evaluation and uploading of marks is completed in a time-bound manner.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

As an institution affiliated to Sambalpur University from August 1982, Women's College, Jharsuguda follows the guidelines of the

university with respect to offered programmes and course curriculum. The syllabus followed by the institution is the State Model syllabus as provided by the Department of Higher Education, Odisha. Choice based credit system (CBCS) has been incorporated in the syllabus. The learning outcomes for each paper are mentioned in the syllabus and are available on the website dheodisha.gov.in. The syllabus, the course outcomes and their credits allotted to each paper are communicated to students during the orientation programme in the first semester. The entire pedagogy is geared towards achieving the stated outcome of the paper under CBCS systems. The undergraduate programme comprises of various components such as Core papers (CC), Generic Elective (GE) papers, Skill Enhancement Compulsory (SEC) papers, Discipline Specific Elective (DSE) papers. Each component has unique learning outcomes. Teachers plan the progress of the course by preparing a lesson plan and maintaining the progress in a register. Participative learning, conduct of co- curricular activities is encouraged. Academic audit is carried out by the Academic Bursar by checking the lesson plans and progress registers from time to time to ensure quality and time bound teaching.

| File Description | Documents |
|--|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | Nil |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Our institution keeps a thorough record of the progress and outcome of each course. Teachers maintain a progress register and lesson plan for every subject they teach. The register helps to create a timeframe for the completion of course and also keeps a track on the progress of the syllabus. The registers are duly signed by the concerned teacher, the head of the department and then by the head of the institution. The Academic Bursar from time to time carries out an audit by verifying all the registers and supervising the overall progress of all courses. Also a feedback mechanism has been established to collect inputs from students and teachers with respect to each aspect of the institution. This helps to gain feedback regarding the programme outcomes. Student satisfaction Survey and Teacher Satisfaction Survey help us to evaluate the opinions, suggestions of teachers and Our institution keeps a thorough record of the progress and outcome of each course. Teachers

maintain a progress register and lesson plan for every subject they teach. The register helps to create a timeframe for the completion of course and also keeps a track on the progress of the syllabus. The registers are duly signed by the concerned teacher, the head of the department and then by the head of the institution. The Academic Bursar from time to time carries out an audit by verifying all the registers and supervising the overall progress of all courses. Also a feedback mechanism has been established to collect inputs from students and teachers with respect to each aspect of the institution. This helps to gain feedback regarding the programme outcomes. Student satisfaction Survey and Teacher Satisfaction Survey help us to evaluate the opinions, suggestions of teachers and students with regards to the course and programme outcomes. The report of the survey is analysed, evaluated and accordingly further actions are planned if required. The outcomes of courses can also be evaluated by the performance of students in university examinations and the internal assessments. Many students of our institution acquire top ranks in the University examinations merit list. Teachers of our institution constantly upgrade their teaching methodologies to improve the performance of the students. Proctorial system, mentor-mentee interaction also targets weak learners and orient them in order to achieve better programme outcome and course outcome.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | Nil |

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

134

| File Description | Documents |
|--|------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | Nil |

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://survey.womenscollegejharsuguda.edu.in/evaluation>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template) | No File Uploaded |

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

| File Description | Documents |
|---|------------------|
| List of research projects and funding details (Data Template) | No File Uploaded |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | No File Uploaded |
| Paste link to funding agency website | Nil |

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

| File Description | Documents |
|--|------------------|
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | No File Uploaded |

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

| File Description | Documents |
|--|------------------|
| Any additional information | No File Uploaded |
| List of research papers by title, author, department, name and year of publication (Data Template) | No File Uploaded |

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

1

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Different societies such as YRC, NSS, have been established in the institution, which carries out various extension activities. These societies and the Internal Quality Assurance Cell (IQAC) also conduct sensitization programmes, awareness programmes etc. The Youth Red Cross every year conducts Blood Donation programs and periodically organizes Mega Blood Donation Camps in the Sub Divisional Hospital, jharsuguda and in the institution. Students of the institution through YRC take part in District Level and Interstate study-cum-training camps. Each year Vana Mahotsava is celebrated and plantation programme is carried out in the college campus. International Yoga Day, National youth Day, World Aids day and Fit India Movement are observed each year. The counselors of YRC also attend district level and state level meetings as well as training camps frequently. YRC of the institution has played an instrumental role during the COVID-19 pandemic as volunteers provided masks, sanitizers and food to the inmates of quarantine centre at the institution and in the nearby village. Health awareness programmes have been carried out in nearby villages with medical officers. Similarly NCC of the institution have carried out plantation programmes, Blood Donation camps, Run for Unity Programme, Anti-Drug rallies in the locality to create awareness about these sensitive and important issues. Swachh Bharat Rally and Cleanliness drives are carried out in the institution as well as in the locality. In view of the Pandemic, many webinars have been conducted by NSS and YRC to generate awareness. In addition to these each year NSS cadets of the institution take part in State Level and All India level NSS Camps. These various extension activities by YRC, NSS sensitizes student about issues like the environment, AIDS, Tobacco, Drugs, General Health, Unity and other social issues. Taking the minds of students beyond the academic curriculum through such extension activities paves the way for the creation of socially responsible citizens.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year(Data Template) | No File Uploaded |
| e-copy of the award letters | No File Uploaded |

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

| File Description | Documents |
|--|------------------|
| Reports of the event organized | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | No File Uploaded |

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

| File Description | Documents |
|--|------------------|
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | No File Uploaded |

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

| File Description | Documents |
|---|------------------|
| e-copies of linkage related Document | No File Uploaded |
| Details of linkages with institutions/industries for internship (Data Template) | No File Uploaded |
| Any additional information | No File Uploaded |

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

| File Description | Documents |
|--|------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | No File Uploaded |

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Women's College Jharsuguda has adequate facilities for teaching-learning in terms of classroom library computer equipment etc, each department allotted a classroom with a departmental library facility. Computer and projector equipment like laptop desktop printer xerox machine internet connection etc

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Women's college Jharsuguda adequate facilities for cultural activities along with it provides a gymnasium for the physical and mental development of the students' basketball badminton badminton court for outdoor sports and some indoor games also provide to the students for example as carrom board Ludo etc

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

6700000

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Upload audited utilization statements | No File Uploaded |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | No File Uploaded |

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated using Integrated Library Management System (ILMS) - E-GRANTHALAYA ,

VERSION-ENGLISH

YEAR-2020-21

| File Description | Documents |
|---------------------------------------|---------------------------|
| Upload any additional information | View File |
| Paste link for Additional Information | Nil |

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **E. None of the above**

| File Description | Documents |
|--|------------------|
| Upload any additional information | No File Uploaded |
| Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template) | No File Uploaded |

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

375000

| File Description | Documents |
|--|------------------|
| Any additional information | No File Uploaded |
| Audited statements of accounts | No File Uploaded |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | No File Uploaded |

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

4

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| Details of library usage by teachers and students | No File Uploaded |

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

YES

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

4.3.2 - Number of Computers**14**

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Student – computer ratio | No File Uploaded |

4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Audited statements of accounts. | No File Uploaded |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | No File Uploaded |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

All the physical facilities such as laboratory classroom and computers are used by the students and staff and maintained by them. when repaired this is done from students contingency fund the cleaning of laboratory is done by the efforts of staff designated for this purpose .Electrical plumbing maintenance Service is delivered by concern staff of after a request letter is provided by the concerned HOD countersigned by the principal of the college.The academic support facilities like sports library gym and NSS etc are open to all the students by their option. the college has NSS wing gym and sports facilities with the guidance of a physical trainer PET .the college has a placement cell nad career counselling cell with the regular staff who guide the student regarding various career option and preparation methods. it also facilitates the placement of Local students in the final year by different companies the regular maintenance of the building and other physical facilities are done from college contingency fund

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

202

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

| File Description | Documents |
|--|------------------|
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | No File Uploaded |

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

E. none of the above

| File Description | Documents |
|---|------------------|
| Link to institutional website | Nil |
| Any additional information | No File Uploaded |
| Details of capability building and skills enhancement initiatives (Data Template) | No File Uploaded |

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

| File Description | Documents |
|--|------------------|
| Any additional information | No File Uploaded |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | No File Uploaded |

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

E. None of the above

| File Description | Documents |
|--|------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

| File Description | Documents |
|---------------------------------------|------------------|
| Self-attested list of students placed | No File Uploaded |
| Upload any additional information | No File Uploaded |

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

134

| File Description | Documents |
|--|------------------|
| Upload supporting data for student/alumni | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | No File Uploaded |

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

examinations) during the year

0

| File Description | Documents |
|-------------------------------------|------------------|
| Upload supporting data for the same | No File Uploaded |
| Any additional information | No File Uploaded |

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

| File Description | Documents |
|--|------------------|
| e-copies of award letters and certificates | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | No File Uploaded |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

not occurs due to pandemic

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution

participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

| File Description | Documents |
|--|------------------|
| Report of the event | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | No File Uploaded |

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

NOT REGISTERED DUE TO PANDEMIC

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

5.4.2 - Alumni contribution during the year **E. <1Lakhs**
(INR in Lakhs)

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Our institution works with the mission of creating a conducive ecosystem for the empowerment of the youth through quality education. The main mission of the institution is to make the students realize their fullest potential thereby producing intellectually vibrant, morally robust, and socially responsible citizens. It is firmly committed to the pursuit of academic excellence, the social relevance of education, inculcation of scientific temper, and transparency in administration. The vision of the college is the pursuit of excellence in academic endeavor coupled with holistic development of the youth, with a total commitment to quality in education, the institution marches forward with the motto of "Study, Succeed and Serve". The institution, in accordance with the structure prescribed by the Department of Higher Education, Govt. of Odisha and the affiliating University Sambalpur University, has designed its functioning framework. The head of the institution, staff members, students, and all the stakeholders work coherently in the pursuance of the vision and mission of the institution. A decentralized administrative structure through various committees reflects transparency and efficiency. Incorporation of ICT tools, Virtual and Smart Class Rooms, Conduct of Seminars, Webinars, remedial classes, proctorial classes cater to provide quality teaching to students. The institution never compromises on timely conduct of examination and proper evaluation process. Soft skill development, extension activities, extracurricular activities are carried out to catalyze holistic development in the students. Staff members take part in Faculty Development programs, refresher courses, seminars etc to improve their skills and thereby enrich the teaching-learning method. In the beginning of each year the IQAC and Staff council evaluate the action taken in the previous year and prepare a plan of action for the upcoming year. Staff council and the auxiliary committees work hand in hand for the effective execution of strategies and plans. Collective effort and individual responsibilities translate into an effective governance system which strives for the fulfillment of the mission of the institution.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization and participative management is practised in our institution in its everyday functioning through the organizational structure in every aspect such as the administration, academic functioning, admission process, extension activities etc. The combined effort and cooperation of the president, the principal-cum-secretary, the member of the Governing Body, all staff, students and stake holder results in the smooth functioning of the institution. Various committees such as administrative committee, Planning Estate committee, Construction Committee, Affiliation Committee have been constituted for effective management. NAAC steering committee, Internal Quality Assurance Cell has been working to plan and execute various quality measures in the institution. Since our institution has been funded by the world bank OHEPEE project, a world bank project monitoring committee constantly looks into the implementation of the project. All these committees work under the leadership of able coordinators who supervises and guides the proceedings. Participative management is highly encouraged through student participation. The IQAC of the institution has student representatives as its body members. Students' feedback and their opinions are constantly sought after and valued. The admission process, conduct of examination, various sports and cultural activities are conducted through a well planned structure wherein there are in- charges who supervise the overall process and staff members are assigned various duties with regards to the task. Thus each and every staff member and stake get involved in the responsibility. A conducive environment for smooth and transparent functioning of the institution is created and maintained by the whole decentralized structure, participative management and the effective leadership of head of the institution, administrative bursars, accounts bursars, academic bursars and coordinators and 'teacher-in-charge's.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Curriculum Development For the smooth flow of the syllabus, teachers are made to submit their lesson plans for every semester. The IQAC ensures quality in Curriculum development through regular meetings

among the teaching staff regarding academic affairs and collecting feedback from various stakeholders. Teaching and Learning Educational excursions, fieldwork, and industrial visits are also part of the evaluation system. Enhance of learning skills of the students through participation in different seminars. Regular feedback is obtained from students for improving the teaching-learning methods. Examination and Evaluation The College follows the semester system as per the directives of Nagaland University. The College also complemented continuous assessment of students' performance through internal tests, assignments, project works, attendance, seminars, end semester exam, etc. with the traditional written examination. The external evaluation process is done in accordance to the performance of the students during the end-term exam. Research and Development To enhance the teaching quality the teaching faculty were constantly motivated to take up research work and the management provided the facility of a research budget of up to Rs. 1 lakh. As per the fulfillment of the research activity, all the departments of the College successfully accomplished minor research each during the year 2018. Encouraging Faculties to take Ph.D. Library, ICT, and Physical Infrastructure / Instrumentation Library: The library is equipped with Digital library facilities NLIST and NDL, also national and international journals are provided. Circulations are maintained through Integrated Library Management Software (ILMS). The College library is enabled with a free WiFi facility of 10 Mbps to 15 Mbps for the use of resources within the campus. New books are added every year for the requirement of the teaching-learning process. ICT: Usage of teaching and learning process LCD projectors are installed in Audio Visual Room and Conference Hall. Procurement of more LCD projectors and laptops for the same purpose. Physical Infrastructure: More fans were installed the conventional blackboards were replaced with whiteboards, a water cooler was procured. Human Resource Management All human resources available within the College are deployed and engaged according to one's aptitude and abilities. Maintenance of Grievance Redressal Cell, AntiRagging Committee, Sexual Harassment Committee. Admission of Students The Principal of the College along with the admission committee carries out the admission process. Financial help is offered through the flexibility in payment of fees in easy installments for needy students. Economically poor students are provided with free admission by the College authority. The students are guided to opt for the right choice of subject combination at the time of admission.

| File Description | Documents |
|--|------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

NOT FUNCTIONING DUE TO PANDEMIC

| File Description | Documents |
|---|------------------|
| Paste link for additional information | Nil |
| Link to Organogram of the Institution webpage | Nil |
| Upload any additional information | No File Uploaded |

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

| File Description | Documents |
|---|------------------|
| ERP (Enterprise Resource Planning) Document | No File Uploaded |
| Screen shots of user interfaces | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | No File Uploaded |

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

not conducted due to pandemic

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | No File Uploaded |

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

4

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | No File Uploaded |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

For the assessment of the performance of the teaching and non teaching staff, the institution follows the guidelines laid by the Higher Education Department, Govt. of Odisha. A detailed record of the information of the employee is kept in service books also in the HRMS portal. The administrative office of the institution also keeps record of all the academic endeavours, administrative assignments, research publications and career advancement courses. In order to be considered for promotion an employee must go through the Performance Based Appraisal System (PABS). Confidential Character Roll (CCR) provided by the head of the institution to the concerned employee, along with other required documents is presented in front of the Power Committee of the Higher Education Department for approval. At the institutional level, to carry out a self appraisal mechanism, the NAAC steering committee, IQAC and Academic Committee have designed a Self- Evaluation Performa for the employees of the institution. These forms contain general information along with academic duties, extracurricular assignments, extension activities and administrative responsibilities etc. by the employees. These forms are provided to the staff at the end of each academic year for self- evaluation. The collected data is then reviewed and assessed by head of the institution.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Womens College jharsuguda abides by the accounting procedures and rules set down by the Government of Odisha for Aided Colleges. The institution is eligible to receive grants under the different schemes of the State Govt. such as RUSA, World Bank etc. Most of the financial transactions are done on the Public Financial Management System (PFMS) and the records of the debits and credits of the transactions are maintained in the College Accounting Procedure Automation (CAPA). The institution has an Accounts Department with two Accounts Bursars, accountant and clerks. The Accounts Bursars are responsible for supervising all the transactions and accounting procedures. All the purchases are steered through the Staff Council of the Institution to the Purchase committee. The proposal is then sent for the approval and sanction of the Governing Body. The institution conducts internal financial audit periodically by reviewing every transaction through proper bills, vouchers, cashbooks and other relevant documents. The internal audit is done through Accounts Bursars and Head of the Institution. External Financial Audit is carried out annually through an auditor selected by the State Government. The Accounts Department of the institution gets thoroughly involved in the process providing all the required documents and transaction details. The audit report is then sent to the institution within a stipulated time frame. The audited financial statements are uploaded to the college website.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

| File Description | Documents |
|---|------------------|
| Annual statements of accounts | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | No File Uploaded |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The fees are collected from the students as per the regulations of the State Government and the University. The admission fees constitutes the General Fund which is then categorized into various heads such as the Student Fund(SF) which caters to all the academic activities and co curricular activities for the students, College Development Fund(CDF) which is utilized for the infrastructural augmentation and maintainance of physical facilities. There are separate heads for YRC, NSS, etc.. The Management Fund of the institution deals with the payment of contractual and temporary employees. The Computer Science Department which is a self-financing department has its designated head that accounts for all its expenditures. Time to time the college receives fund from Government through schemes like RUSA, World Bank etc. Also our requirements are proposed in front of the Western Odisha Development Council which also sanctions funds for the development of the institution. The College receives Grant-in-Aid from the Government in the form of salaries and grants. For the disbursal of salaries requirement is sent to the Accounts Section of the DHE on quarterly basis after which an allotment is released for the institution. Mediated through IFMS, HRMS and the treasury office, salaries are disbursed after submission of proper bills and other necessary documents. At the beginning of each financial year the Budget Committee prepares a budget which is presented before the Governing body for approval and sanction. There are committees such as the Purchase Committee and the Construction Committee which scrutinize the quotations and estimations and monitors the work. Along with External Audit, Internal Audit Committee Comprising of Academic Bursars and teaching staff carry out an audit at the institutional level each year. All the transactions are recorded in College Accounting Procedure

Automation (CAPA) which acts as an online cashbook. At the end of each financial year, the deposits and expenditures of the previous are frozen in this system. The institutional resources are optimally utilized. The entire infrastructure such as the classrooms, seminar halls, laboratories, Network resource Centres, Language Laboratory, library etc are fully functional and serve best to their purpose. Maintenance of the physical facilities is regularly carried out. Beautification of the campus through garden, memory pillar for land donors, playgrounds etc. augmentation of infrastructure through new science block, new classrooms, individual departments for each subject, renovation of old classrooms and buildings have been carried out to ensure the finest utilization of the available resources.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Since the college institution has passed through a very critical juncture in 2020-21 because of the COVID pandemic 2019, practically IQAC initiatives could not be materialised. Recently students are coming for physical classrooms and IQAC is planning to introduce the habit of using the reading room in leisure both for the staff and the students. Hopefully this will inculcate reading habit and secondly it will reduce the nuisance or indiscipline in the campus. Further IQAC has proposed to call for guardians/parents -teacher meetings at regular intervals to resolve with the students and the staff. It will help reduce/ redressal of grievances.

The Internal Quality Assurance Cell of our institution was established on 11 August 2011 as a post accreditation initiative of the first cycle of accreditation. Since then it has been working continuously to promote quality culture in the institution. The following are two of the practices institutionalized by IQAC which contributes to quality assurance: 1. Collecting Feedback and conduct of Satisfaction Surveys: An institution which strives for growth puts immense importance on formative feedback and constructive criticism of its stake holders. To improve the quality of education and the overall service of the institution IQAC of our institution

has developed a feedback mechanism. Feedback forms are carefully curated by the IQAC team with guidance from the academic bursar. The forms contain aspects of teaching learning, infrastructure, facilities, administration and an overall suggestion space. The forms are provided to both the students and teachers. After receiving the feedbacks within a stipulated time, the forms are carefully analysed and discussed with the head of the institution and a plan of action is created accordingly if required. During the pandemic the mechanism has been expanded to an online mode. In addition to existing feedback system, student satisfaction survey and teacher satisfaction survey are conducted online. These surveys also include intricate and minute details of each and every aspect of the institutions. Reports of these surveys are generated and then necessary actions are followed.

2. Conduct of webinars and social outreach programmes and NAAC sponsored seminar: The pandemic of COVID-19 has definitely brought a revolution to the teaching learning and evaluation process in education. With the cancellation of off-line classes and the restrictions imposed on gatherings, a new opportunity of online classes and webinars emerged. The IQAC of our institution equipped itself with the required skills of technology and went onto conduct a series of webinars during the pandemic. With eminent resource persons from national and international stature webinars were organized. Each department of the institution collaborated with IQAC and conducted webinars of their specific subjects. Eleven national level webinars, one international

webinar and many state level webinars have been organized. Participants have joined in for these webinars in huge numbers and received the benefit of listening to useful talks from distinguished personalities. On 16 th April 2021 the IQAC of the institution organized a NAAC sponsored national Seminar on "NAAC Accreditation & Quality Assurance in HEIs". Resource persons from NAAC Prof. Dr. Amiya Kumar Rath and Prof. B.S. Ponmudiraj graced the seminar as resource persons. IQAC of the institution has acted as a key catalyst in the adoption of a nearby village Beherabandh by our institution. Awareness campaigns by the SDMO, Patnagarh on corona virus and on General Health have been conducted in the village adopted village. Masks, Sanitizers and soaps have been distributed there from time to time. the IQAC of the Institution has also sponsored a kids' Library in the primary school of the adopted village. 3. Teacher representatives of IQAC conduct regular meetings with the head of the institution to discuss plan of actions and effective execution. Timely and regular submission of Annual Quality Assurance Reports is also ensured.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Academic activities thrust upon a healthy, productive, efficient and effective teaching-learning process. To begin with IQAC has proposed to prepare the lesson plan and progress register sincerely, get it signed by the H.O.Ds and the Principal every month. It will help analyse the shortcomings if any in the process. Here the Academic Bursar plays an important role to make a regular internal academic audit of all the classes of all the streams. Steps are being taken to clarify the doubts of the slow/dull learners in the remedial classes. All the Faculties work collectively to ensure a fruitful teaching, learning process. Proctorial classes and proctors are also decided to take care of the small groups of students. They collect the feedback from the students and suggest corrective measures for the improvement.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

| File Description | Documents |
|--|------------------|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | No File Uploaded |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Nil

| File Description | Documents |
|--|--------------------|
| Annual gender sensitization action plan | NA |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | NA |

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | No File Uploaded |
| Any other relevant information | View File |

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system

Hazardous chemicals and radioactive waste management

The college campus being confined to a limited space, most of which has been used for construction of classrooms for academic activities, indeed there is no leftover space for solid waste management, liquid waste management, waste water recycling system. However recently enough proposal has been placed in the Governing Body for initiating steps for waste management. There is drainage system liquid waste disposal, regular collection and disposal of solid waste is done.

| File Description | Documents |
|---|--------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | NA |
| Any other relevant information | No File Uploaded |

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus D. Any 1 of the above

| File Description | Documents |
|---|------------------|
| Geo tagged photographs / videos of the facilities | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: C. Any 2 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

| File Description | Documents |
|--|------------------|
| Geo tagged photos / videos of the facilities | No File Uploaded |
| Any other relevant documents | No File Uploaded |

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

| File Description | Documents |
|---|------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

E. None of the above

| File Description | Documents |
|--|------------------|
| Geo tagged photographs / videos of the facilities | No File Uploaded |
| Policy documents and information brochures on the support to be provided | No File Uploaded |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution admits students of diverse cultural, regional, linguistic and commercial backgrounds. However during their stay in the college, in the process of delivering curricular and co-curricular activities through their participation, they are taught and trained in an inclusive environment of tolerance and harmony among each other.

| File Description | Documents |
|--|------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Womens college jharsuguda works with a mission of creating not only intellectually vibrant youths but also morally robust citizens. Also it ensures to maintain an ecosystem which imbibes the values, rights and duties dictated by the constitution of India. For this, the institution frequently engages in dialogues with the students and teaching and non teaching staff through various activities. As directed by the Government of Odisha, Student Union was not formed due to pandemic19. For which, the student representatives, addresses various issues by proper communication with the Head of the Institution and administration committee in a democratic manner. Various wings like NSS, YRC frequently observe days of constitutional and moral importance such as National Voters' Day,

Youth Day, World AIDS Day. They also conduct various rallies, cleanliness drives, Health Awareness Programmes and blood donation camps as extension activities. These programmes inculcate a sense of responsibility and duty. Moral values like fair academic practices, discipline is inbuilt in the working mechanism of the institution which reflects in its examination-evaluation and teaching-learning process. Each year the National Constitution Day is observed on 26 November in the institution by the department of political science to revisit the values and directions laid down in the constitution and remind the staff and students to translate these values into actions.

| File Description | Documents |
|--|------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

| File Description | Documents |
|--|------------------|
| Code of ethics policy document | No File Uploaded |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution apart from adhering to the curricular activities and insuring classes for the students, it gives importance to co-curricular activities and celebration of days and events of national and international events like environmental day, yoga day, voter day, women's das , republic day etc. However the process has been greatly disrupted due to pandemic.

| File Description | Documents |
|---|------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | No File Uploaded |
| Geo tagged photographs of some of the events | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE 1 TITLE OF THE PRACTICE:-Exposure of students to acquire professional skill A. **GOAL:-**The main objective of this best practice is to enhance the professional skills of students to increase their competency in the competitive global employment market. For this many professional courses are operational in the institution to enable the students with current industry needs and job requirements. B. **CONTEXT:** - nowadays technologies are rapidly changing and students must be aware of this and upgrade their skills

| File Description | Documents |
|--|------------------|
| Best practices in the Institutional web site | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Women's College Jharsuguda is committed to incite all possible platforms pertaining to Scientific Technological Learning for not only the professional growth but also for the personal growth of the students by providing transformational teaching and value based education with international standards. The institution has a motto to achieve academic excellence, promoting quality education with

incomparable innovations in teaching and learning. Women's College Jharsuguda is a premier college established in the year 1982 affiliated to Sambalpur university. Now the college has 14 UG (3 ARTS/SCIENCE/COMMERCE) Departments with Honours Classes. The Institution always strives for excellence in education by imparting quality education by well trained, experienced faculty members. The curriculum design, developments and its review come under the preview of the Sambalpur University. As far as curriculum no and combination of subjects, teaching hours, intake in each course etc. are concerned by the guideline of the Sambalpur university to which the college is affiliated are followed. However the teachers who are the members of the board of study of the university and subject association are involved in the framing of syllabus. The institution has made a constant effort to integrate the goals and objectives of the institution into the curriculum by conducting various seminars and workshops and by inviting eminent research persons and expert to enlighten the staff and students in their respective subject. The concept of parallel education runs deep in our curriculum. Inspired by modern pedagogy insistence open group work between facilitators and learners. The college has created an inclusive practice model that focus on the development of personal skill along with an academic qualification. The model inculcated development of strategic thinking, communication skills self-assessment, leadership qualities, and instils self-esteem among the students.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution is affiliated with Sambalpur University in its degree level. As all the universities are instructed to follow the State Model UG Syllabus as prescribed by the Higher Education Department, Odisha, the college follows that. The institution has a mechanism for effective documented curriculum delivery. Of course, the senior teachers from different colleges represent the board of studies for the preparation of the syllabus. The syllabus received from the university is circulated among all the faculty members for the effective completion of the courses through an effective and successful delivery mechanism. However, after the completion of all the courses as per the syllabus, the academic committee of the college along with the exam committee adopts the proper evaluation method like internal examination, practical examination, projects submission, half-yearly examination, and annual examination. The documents related to the examinations like the tabulation register is retained by the examination comptroller and the progress report is given to all the students. In case of poor performance, the guardians and the parents are requested to be vigilant regarding the maintenance of study hour of the child at home. At the institution also, care is taken through the proctorial method and remedial classes. A meeting is conducted at the beginning of each session to carefully and meticulously evaluate the achievements of the previous session and fresh modalities are drawn to streamline the matters for the upcoming new session. Before the commencement of classes, a time table is provided to both students and teachers. It provides a framework within which the academic work of college proceeds. The teaching staffs maintain a Lesson Plan and Progress Register for an on-time and planned progress of the course. The registers are duly signed by the Head of the Concerned Departments and the Principal of the institution at the end of each month. Faculty members are encouraged to participate in various faculty development programs, orientation programs, refresher courses, workshops, and seminars in order to broaden thereby knowledge sphere and polish their teaching skills. The library of the institution works as an important aid in ensuring quality teaching and learning. Books, journals, magazines, reference books are available for the teachers and

students. The teachers of our institution also access INFLIBNET e-Resources for improving their knowledge. The Academic Bursar of the institution supervises the overall functioning of the academic work in the institution.

| File Description | Documents |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | View File |
| Link for Additional information | Nil |

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

At the beginning of each academic session, an academic calendar is prepared in consultation with the Principal and Academic Bursar of the institution. Keeping a vision of timely completion of course and timely commencement of examination the calendar is prepared. The schedule for the semester examinations is provided by the affiliating university of the institution. The guidelines and timelines provided by the university are strictly followed by the institution. Continuous Internal evaluation plays an important role in quality teaching-learning methods. The institution makes sure that the internal assessments are conducted at least 15 days before the examination. The question patterns for the internal assessment are provided by the university and our institution abides by it.

| File Description | Documents |
|--------------------------------------|---------------------------|
| Upload relevant supporting documents | View File |
| Link for Additional information | Nil |

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation

E. None of the above

| process of the affiliating University | |
|---|---------------------------|
| File Description | Documents |
| Details of participation of teachers in various bodies/activities provided as a response to the metric | No File Uploaded |
| Any additional information | No File Uploaded |
| 1.2 - Academic Flexibility | |
| 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented | |
| 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented | |
| 03 | |
| File Description | Documents |
| Any additional information | View File |
| Minutes of relevant Academic Council/ BOS meetings | No File Uploaded |
| Institutional data in prescribed format (Data Template) | View File |
| 1.2.2 - Number of Add on /Certificate programs offered during the year | |
| 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template) | |
| 0 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| Brochure or any other document relating to Add on /Certificate programs | No File Uploaded |
| List of Add on /Certificate programs (Data Template) | No File Uploaded |
| 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year | |
| 0 | |

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | No File Uploaded |

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Women's College Jharsuguda has fabricated various mechanisms to incorporate Professional Ethics, Gender, Human Values, Environment and Sustainability in the teaching learning and extracurricular activities. The State Model Syllabus, which has been adopted by the institution, contains Environmental Studies as a compulsory paper for the first year UG students both in the science and arts stream. The green land mass of the institution opens up a practical arena of environmental consciousness and sustainability in front of the students. Various extension programmes such as cleanliness drives, plantation programmes etc. by NCC, YRC of the institution instills a sense of responsibility in the students towards the environment. Solar Panels have been installed to meet a part of the power requirement of the institution. Our institution has a Women Cell and Cell to make sure equality and safety is ensured. A Women Cell and an Internal Complaint Committee on Sexual Harassment of women at work places has been established to facilitate the maintenance of a safe work place. The institution conducts webinars and conducts programme from time to time to create awareness about Gender Equity and Environmental Sustainability.

| File Description | Documents |
|--|------------------|
| Any additional information | No File Uploaded |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | No File Uploaded |

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| Programme / Curriculum/ Syllabus of the courses | No File Uploaded |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | No File Uploaded |
| MoU's with relevant organizations for these courses, if any | No File Uploaded |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | No File Uploaded |

1.3.3 - Number of students undertaking project work/field work/ internships

0

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | No File Uploaded |

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

| File Description | Documents |
|--|------------------|
| URL for stakeholder feedback report | No File Uploaded |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | No File Uploaded |
| Any additional information(Upload) | No File Uploaded |

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | https://survey.womenscollegejharsuguda.edu.in/evaluation |

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

257

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Institutional data in prescribed format | View File |

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

166

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| Number of seats filled against seats reserved (Data Template) | View File |

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Our Women's college Jharsuguda come from various backgrounds and display different abilities, both in academics and in extra-curricular activities. It is essential to quality teaching-learning to identify the learning abilities of students. Standard evaluation Process and Class Interaction and participation serve as important tools to identify slow learners and advance learners. Once identified, the teachers are encouraged to pay individual attention and effort to catalyse the learning process of the students through verbal Communication, Internal Evaluation, Group Discussions etc. Proctorial Groups/ Mentor-Mentee Groups have been curated to make sure that each student is included and paid attention to. Groups have been created with a mentor-mentee ratio of 1:9. The mentor carries out one-on-one interaction with the mentee to have a discussion about their problems and growth. Remedial classes have been carried out for students who need extra attention and care in academics. In the session 2020-21 no such classes could be conducted due to the pandemic COVID-19. Departmental Seminar, webinars, Soft Skill Programmes, various competitions are conducted from time to time to bring out various talent and abilities from the students and expand their horizon beyond academics.

| File Description | Documents |
|-----------------------------------|------------------|
| Link for additional Information | Nil |
| Upload any additional information | No File Uploaded |

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 19 | 01 |

| File Description | Documents |
|----------------------------|------------------|
| Any additional information | No File Uploaded |

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Our Women's college Jharsuguda come from various backgrounds and display different abilities, both in academics and in extra-curricular activities. It is essential to quality teaching-learning to identify the learning abilities of students. Standard evaluation Process and Class Interaction and participation serve as important tools to identify slow learners and advance learners. Once identified, the teachers are encouraged to pay individual attention and effort to catalyse the learning process of the students through verbal Communication, Internal Evaluation, Group Discussions etc. Proctorial Groups/ Mentor-Mentee Groups have been curated to make sure that each student is included and paid attention to. Groups have been created with a mentor-mentee ratio of 1:9. The mentor carries out one-on-one interaction with the mentee to have a discussion about their problems and growth. Remedial classes have been carried out for students who need extra attention and care in academics. In the session 2020-21 no such classes could be conducted due to the pandemic COVID-19. Departmental Seminar, webinars, Soft Skill Programmes, various competitions are conducted from time to time to bring out various talent and abilities from the students and expand their horizon beyond academics.

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Link for additional information | Nil |

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

1. Projectors- 4 projectors are available in different classrooms/labs 2. Desktop and Laptops- Arranged at Computer Lab and Faculty cabins all over the campus. 3. Printers- They are installed at Labs, HOD and all prominent places. 4. Photocopier machines - Multifunction printers are available at all prominent places in the institute. There are four photostat machines

available in campus. 5. Scanners- Multifunction printers are available at all prominent places. 6. Seminar Rooms- Three seminar halls are equipped with all digital facilities. 7. Smart Board- One smart board is installed in the campus.

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | Nil |

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

1:9

| File Description | Documents |
|---|------------------|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| mentor/mentee ratio | No File Uploaded |

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

44

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | No File Uploaded |

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality /

D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | No File Uploaded |

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

| File Description | Documents |
|--|---------------------------|
| Any additional information | No File Uploaded |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | View File |

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Our institution conducts the internal assessments as per the guidelines of the affiliating University. Internal Assessments are conducted for each semester. The university has provided a detailed question pattern for each stream. Students are informed about the scheme of the assessments. For subjects with practical examination the internal assessment is of 15 marks and for subjects not with practical examination the assessment is of 20 marks. Students are communicated clearly about the scheme of the examination. At least 15 days before the commencement of every semester examination, the whole internal assessment process is completed and marks are uploaded to the website. In the context of COVID-19 pandemic, keeping in view of safety internal

assessments were conducted through online mode. Mock tests were conducted to orient students about the process of online examination. Then examination was conducted through a meeting on Google Meet. Questions and answer scripts were sent and received by emails.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Women's College, Jharsuguda follows the guidelines prescribed by Sambalpur University, Jharsuguda for the conduct of examinations. After the completion of evaluation marks are uploaded to the website within the stipulated time, as mandated by the University. Any grievances related to the internal examination are directly conveyed to the Internal Examination Committee. If any student is not satisfied with the score obtained, she is advised to meet the head of the examination committee. In such cases the head of the committee appoints the senior most teacher of the concerned department to re-evaluate the paper. Any student who has failed to appear the internal examination on medical grounds, then that student is asked to submit supporting documents and he or she is allowed to appear the Internal Examination on a rescheduled date. In this way transparency and efficiency is ensured in the examination and evaluation process. Internal examinations of all subjects are scheduled to be completed at least before 15 days of the commencement of semester examination. Depending upon the scheduled timing of semester examination declared by the affiliating university, the internal examinations are scheduled and the whole process of evaluation and uploading of marks is completed in a time-bound manner.

| File Description | Documents |
|---------------------------------|------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

As an institution affiliated to Sambalpur University from August 1982, Women's College, Jharsuguda follows the guidelines of the university with respect to offered programmes and course curriculum. The syllabus followed by the institution is the State Model syllabus as provided by the Department of Higher Education, Odisha. Choice based credit system (CBCS) has been incorporated in the syllabus. The learning outcomes for each paper are mentioned in the syllabus and are available on the website dheodisha.gov.in. The syllabus, the course outcomes and their credits allotted to each paper are communicated to students during the orientation programme in the first semester. The entire pedagogy is geared towards achieving the stated outcome of the paper under CBCS systems. The undergraduate programme comprises of various components such as Core papers (CC), Generic Elective (GE) papers, Skill Enhancement Compulsory (SEC) papers, Discipline Specific Elective (DSE) papers. Each component has unique learning outcomes. Teachers plan the progress of the course by preparing a lesson plan and maintaining the progress in a register. Participative learning, conduct of co-curricular activities is encouraged. Academic audit is carried out by the Academic Bursar by checking the lesson plans and progress registers from time to time to ensure quality and time bound teaching.

| File Description | Documents |
|--|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | Nil |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded |

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Our institution keeps a thorough record of the progress and outcome of each course. Teachers maintain a progress register and lesson plan for every subject they teach. The register helps to create a timeframe for the completion of course and also keeps a track on the progress of the syllabus. The registers are duly signed by the concerned teacher, the head of the department and then by the head of the institution. The Academic Bursar from time to time carries out an audit by verifying all the registers and supervising the overall progress of all courses. Also a feedback mechanism has been established to collect inputs from students and teachers with respect to each aspect of the

institution. This helps to gain feedback regarding the programme outcomes. Student satisfaction Survey and Teacher Satisfaction Survey help us to evaluate the opinions, suggestions of teachers and Our institution keeps a thorough record of the progress and outcome of each course. Teachers maintain a progress register and lesson plan for every subject they teach. The register helps to create a timeframe for the completion of course and also keeps a track on the progress of the syllabus. The registers are duly signed by the concerned teacher, the head of the department and then by the head of the institution. The Academic Bursar from time to time carries out an audit by verifying all the registers and supervising the overall progress of all courses. Also a feedback mechanism has been established to collect inputs from students and teachers with respect to each aspect of the institution. This helps to gain feedback regarding the programme outcomes. Student satisfaction Survey and Teacher Satisfaction Survey help us to evaluate the opinions, suggestions of teachers and students with regards to the course and programme outcomes. The report of the survey is analysed, evaluated and accordingly further actions are planned if required. The outcomes of courses can also be evaluated by the performance of students in university examinations and the internal assessments. Many students of our institution acquire top ranks in the University examinations merit list. Teachers of our institution constantly upgrade their teaching methodologies to improve the performance of the students. Proctorial system, mentor-mentee interaction also targets weak learners and orient them in order to achieve better programme outcome and course outcome.

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | Nil |

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

134

| File Description | Documents |
|--|------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Paste link for the annual report | Nil |

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://survey.womenscollegejharsuguda.edu.in/evaluation>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| e-copies of the grant award letters for sponsored research projects /endowments | No File Uploaded |
| List of endowments / projects with details of grants(Data Template) | No File Uploaded |

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

| File Description | Documents |
|---|------------------|
| List of research projects and funding details (Data Template) | No File Uploaded |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | No File Uploaded |
| Paste link to funding agency website | Nil |

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

| File Description | Documents |
|--|------------------|
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| List of workshops/seminars during last 5 years (Data Template) | No File Uploaded |

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

0

| File Description | Documents |
|--|------------------|
| Any additional information | No File Uploaded |
| List of research papers by title, author, department, name and year of publication (Data Template) | No File Uploaded |

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

1

| File Description | Documents |
|---|---------------------------|
| Any additional information | No File Uploaded |
| List books and chapters edited volumes/ books published (Data Template) | View File |

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Different societies such as YRC, NSS, have been established in the institution, which carries out various extension activities. These societies and the Internal Quality Assurance Cell (IQAC) also conduct sensitization programmes, awareness programmes etc. The Youth Red Cross every year conducts Blood Donation programs and periodically organizes Mega Blood Donation Camps in the Sub Divisional Hospital, Jharsuguda and in the institution. Students of the institution through YRC take part in District Level and Interstate study-cum-training camps. Each year Vana Mahotsava is celebrated and plantation programme is carried out in the college campus. International Yoga Day, National Youth Day, World Aids Day and Fit India Movement are observed each year. The counselors of YRC also attend district level and state level meetings as well as training camps frequently. YRC of the institution has played an instrumental role during the COVID-19 pandemic as volunteers provided masks, sanitizers and food to the inmates of quarantine centre at the institution and in the nearby village. Health awareness programmes have been carried out in nearby villages with medical officers. Similarly NCC of the institution have carried out plantation programmes, Blood Donation camps, Run for Unity Programme, Anti-Drug rallies in the locality to create awareness about these sensitive and important issues. Swachh Bharat Rally and Cleanliness drives are carried out in the institution as well as in the locality. In view of the Pandemic, many webinars have been conducted by NSS and YRC to generate awareness. In addition to these each year NSS cadets of the institution take part in State Level and All India level NSS Camps. These various extension activities by YRC, NSS sensitizes student about issues like the environment, AIDS, Tobacco, Drugs, General Health, Unity and other social issues. Taking the minds

of students beyond the academic curriculum through such extension activities paves the way for the creation of socially responsible citizens.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| Number of awards for extension activities in last 5 year(Data Template) | No File Uploaded |
| e-copy of the award letters | No File Uploaded |

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

| File Description | Documents |
|--|------------------|
| Reports of the event organized | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template) | No File Uploaded |

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

0

| File Description | Documents |
|--|------------------|
| Report of the event | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | No File Uploaded |

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

0

| File Description | Documents |
|---|------------------|
| e-copies of linkage related Document | No File Uploaded |
| Details of linkages with institutions/industries for internship (Data Template) | No File Uploaded |
| Any additional information | No File Uploaded |

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

| File Description | Documents |
|--|------------------|
| e-Copies of the MoUs with institution./ industry/corporate houses | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of functional MoUs with institutions of national, international importance, other universities etc during the year | No File Uploaded |

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Women's College Jharsuguda has adequate facilities for teaching-learning in terms of classroom library computer equipment etc, each department allotted a classroom with a departmental library facility. Computer and projector equipment like laptop desktop printer xerox machine internet connection etc

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Women's college Jharsuguda adequate facilities for cultural activities along with it provides a gymnasium for the physical and mental development of the students' basketball badminton badminton court for outdoor sports and some indoor games also provide to the students for example as carrom board Ludo etc

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | View File |

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

6700000

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Upload audited utilization statements | No File Uploaded |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | No File Uploaded |

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Library is automated using Integrated Library Management System (ILMS) - E-GRANTHALAYA ,

VERSION-ENGLISH

YEAR-2020-21

| File Description | Documents |
|--|-----------------------------|
| Upload any additional information | View File |
| Paste link for Additional Information | Nil |
| 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | E. None of the above |
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template) | No File Uploaded |
| 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs) | |
| 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs) | |
| 375000 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| Audited statements of accounts | No File Uploaded |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | No File Uploaded |
| 4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year) | |
| 4.2.4.1 - Number of teachers and students using library per day over last one year | |
| 4 | |

| File Description | Documents |
|---|------------------|
| Any additional information | No File Uploaded |
| Details of library usage by teachers and students | No File Uploaded |

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

YES

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

4.3.2 - Number of Computers

14

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Student – computer ratio | No File Uploaded |

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

| File Description | Documents |
|--|---------------------------|
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | View File |

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Audited statements of accounts. | No File Uploaded |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | No File Uploaded |

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

All the physical facilities such as laboratory classroom and computers are used by the students and staff and maintained by them. when repaired this is done from students contingency fund the cleaning of laboratory is done by the efforts of staff designated for this purpose .Electrical plumbing maintenance Service is delivered by concern staff of after a request letter is provided by the concerned HOD countersigned by the principal of the college.The academic support facilities like sports library gym and NSS etc are open to all the students by their option. the college has NSS wing gym and sports facilities with the guidance of a physical trainer PET .the college has a placement cell nad career counselling cell with the regular staff who guide the student regarding various career option and preparation methods. it also facilitates the placement of Local students in the final year by different companies the regular maintenance of the building and other physical facilities are done from college contingency fund

| File Description | Documents |
|---------------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

202

| File Description | Documents |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template) | View File |

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

0

| File Description | Documents |
|--|------------------|
| Upload any additional information | No File Uploaded |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | No File Uploaded |

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

| File Description | Documents |
|---|------------------|
| Link to institutional website | Nil |
| Any additional information | No File Uploaded |
| Details of capability building and skills enhancement initiatives (Data Template) | No File Uploaded |

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

| File Description | Documents |
|--|------------------|
| Any additional information | No File Uploaded |
| Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template) | No File Uploaded |

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

E. None of the above

| File Description | Documents |
|--|------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of student grievances including sexual harassment and ragging cases | No File Uploaded |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

| File Description | Documents |
|---------------------------------------|------------------|
| Self-attested list of students placed | No File Uploaded |
| Upload any additional information | No File Uploaded |

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

134

| File Description | Documents |
|--|------------------|
| Upload supporting data for student/alumni | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of student progression to higher education | No File Uploaded |

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

0

| File Description | Documents |
|-------------------------------------|------------------|
| Upload supporting data for the same | No File Uploaded |
| Any additional information | No File Uploaded |

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

| File Description | Documents |
|--|------------------|
| e-copies of award letters and certificates | No File Uploaded |
| Any additional information | No File Uploaded |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | No File Uploaded |

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

not occurs due to pandemic

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

5.3.3 - Number of sports and cultural events/competitions in which students of the

Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

0

| File Description | Documents |
|---|------------------|
| Report of the event | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template) | No File Uploaded |

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

NOT REGISTERED DUE TO PANDEMIC

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Our institution works with the mission of creating a conducive ecosystem for the empowerment of the youth through quality education. The main mission of the institution is to make the students realize their fullest potential thereby producing intellectually vibrant, morally robust, and socially responsible citizens. It is firmly committed to the pursuit of academic excellence, the social relevance of education, inculcation of scientific temper, and transparency in administration. The vision of the college is the pursuit of excellence in academic endeavor coupled with holistic development of the youth, with a total commitment to quality in education, the institution marches forward with the motto of "Study, Succeed and Serve". The institution, in accordance with the structure prescribed by the Department of Higher Education, Govt. of Odisha and the affiliating University Sambalpur University, has designed its functioning framework. The head of the institution, staff members, students, and all the stakeholders work coherently in the pursuance of the vision and mission of the institution. A decentralized administrative structure through various committees reflects transparency and efficiency. Incorporation of ICT tools, Virtual and Smart Class Rooms, Conduct of Seminars, Webinars, remedial classes, proctorial classes cater to provide quality teaching to students. The institution never compromises on timely conduct of examination and proper evaluation process. Soft skill development, extension activities, extracurricular activities are carried out to catalyze holistic development in the students. Staff members take part in Faculty Development programs, refresher courses, seminars etc to improve their skills and thereby enrich the teaching-learning method. In the beginning of each year the IQAC and Staff council evaluate the action taken in the previous year and prepare a plan of action for the upcoming year. Staff council and the auxiliary committees work hand in hand for the effective execution of strategies and plans. Collective effort and individual responsibilities translate into an effective governance system which strives for the fulfillment of the mission of the institution.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization and participative management is practised in our institution in its everyday functioning through the organizational structure in every aspect such as the administration, academic functioning, admission process, extension activities etc. The combined effort and cooperation of the president, the principal-cum- secretary, the member of the Governing Body, all staff, students and stake holder results in the smooth functioning of the institution. Various committees such as administrative committee, Planning Estate committee, Construction Committee, Affiliation Committee have been constituted for effective management. NAAC steering committee, Internal Quality Assurance Cell has been working to plan and execute various quality measures in the institution. Since our institution has been funded by the world bank OHEPEE project, a world bank project monitoring committee constantly looks into the implementation of the project. All these committees work under the leadership of able coordinators who supervises and guides the proceedings. Participative management is highly encouraged through student participation. The IQAC of the institution has student representatives as its body members. Students' feedback and their opinions are constantly sought after and valued. The admission process, conduct of examination, various sports and cultural activities are conducted through a well planned structure wherein there are in- charges who supervise the overall process and staff members are assigned various duties with regards to the task. Thus each and every staff member and stake get involved in the responsibility. A conducive environment for smooth and transparent functioning of the institution is created and maintained by the whole decentralized structure, participative management and the effective leadership of head of the institution, administrative bursars, accounts bursars, academic bursars and coordinators and 'teacher-in-charge's.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Curriculum Development For the smooth flow of the syllabus,

teachers are made to submit their lesson plans for every semester. The IQAC ensures quality in Curriculum development through regular meetings among the teaching staff regarding academic affairs and collecting feedback from various stakeholders. Teaching and Learning Educational excursions, fieldwork, and industrial visits are also part of the evaluation system. Enhance of learning skills of the students through participation in different seminars. Regular feedback is obtained from students for improving the teaching-learning methods.

Examination and Evaluation The College follows the semester system as per the directives of Nagaland University. The College also complemented continuous assessment of students' performance through internal tests, assignments, project works, attendance, seminars, end semester exam, etc. with the traditional written examination. The external evaluation process is done in accordance to the performance of the students during the end-term exam.

Research and Development To enhance the teaching quality the teaching faculty were constantly motivated to take up research work and the management provided the facility of a research budget of up to Rs. 1 lakh. As per the fulfillment of the research activity, all the departments of the College successfully accomplished minor research each during the year 2018.

Encouraging Faculties to take Ph.D. Library, ICT, and Physical Infrastructure / Instrumentation Library: The library is equipped with Digital library facilities NLIST and NDL, also national and international journals are provided. Circulations are maintained through Integrated Library Management Software (ILMS). The College library is enabled with a free WiFi facility of 10 Mbps to 15 Mbps for the use of resources within the campus. New books are added every year for the requirement of the teaching-learning process.

ICT: Usage of teaching and learning process LCD projectors are installed in Audio Visual Room and Conference Hall. Procurement of more LCD projectors and laptops for the same purpose.

Physical Infrastructure: More fans were installed the conventional blackboards were replaced with whiteboards, a water cooler was procured.

Human Resource Management All human resources available within the College are deployed and engaged according to one's aptitude and abilities.

Maintenance of Grievance Redressal Cell, AntiRagging Committee, Sexual Harassment Committee. Admission of Students The Principal of the College along with the admission committee carries out the admission process. Financial help is offered through the flexibility in payment of fees in easy installments for needy students. Economically poor students are provided with free admission by the College authority. The students are guided to opt for the right choice of subject combination at the time of

admission.

| File Description | Documents |
|--|------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

NOT FUNCTIONING DUE TO PANDEMIC

| File Description | Documents |
|---|------------------|
| Paste link for additional information | Nil |
| Link to Organogram of the Institution webpage | Nil |
| Upload any additional information | No File Uploaded |

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

| File Description | Documents |
|---|------------------|
| ERP (Enterprise Resource Planning) Document | No File Uploaded |
| Screen shots of user interfaces | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | No File Uploaded |

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

not conducted due to pandemic

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | No File Uploaded |

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

1

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

4

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | No File Uploaded |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

For the assessment of the performance of the teaching and non teaching staff, the institution follows the guidelines laid by the Higher Education Department, Govt. of Odisha. A detailed record of the information of the employee is kept in service

books also in the HRMS portal. The administrative office of the institution also keeps record of all the academic endeavours, administrative assignments, research publications and career advancement courses. In order to be considered for promotion an employee must go through the Performance Based Appraisal System (PABS). Confidential Character Roll (CCR) provided by the head of the institution to the concerned employee, along with other required documents is presented in front of the Power Committee of the Higher Education Department for approval. At the institutional level, to carry out a self appraisal mechanism, the NAAC steering committee, IQAC and Academic Committee have designed a Self- Evaluation Performa for the employees of the institution. These forms contain general information along with academic duties, extracurricular assignments, extension activities and administrative responsibilities etc. by the employees. These forms are provided to the staff at the end of each academic year for self- evaluation. The collected data is then reviewed and assessed by head of the institution.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Womens College jharsuguda abides by the accounting procedures and rules set down by the Government of Odisha for Aided Colleges. The institution is eligible to receive grants under the different schemes of the State Govt. such as RUSA, World Bank etc. Most of the financial transactions are done on the Public Financial Management System (PFMS) and the records of the debits and credits of the transactions are maintained in the College Accounting Procedure Automation (CAPA). The institution has an Accounts Department with two Accounts Bursars, accountant and clerks. The Accounts Bursars are responsible for supervising all the transactions and accounting procedures. All the purchases are steered through the Staff Council of the Institution to the Purchase committee. The proposal is then sent for the approval and sanction of the Governing Body. The institution conducts internal financial audit periodically by reviewing every

transaction through proper bills, vouchers, cashbooks and other relevant documents. The internal audit is done through Accounts Bursars and Head of the Institution. External Financial Audit is carried out annually through an auditor selected by the State Government. The Accounts Department of the institution gets thoroughly involved in the process providing all the required documents and transaction details. The audit report is then sent to the institution within a stipulated time frame. The audited financial statements are uploaded to the college website.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

| File Description | Documents |
|---|------------------|
| Annual statements of accounts | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | No File Uploaded |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The fees are collected from the students as per the regulations of the State Government and the University. The admission fees constitutes the General Fund which is then categorized into various heads such as the Student Fund(SF) which caters to all the academic activities and co curricular activities for the students, College Development Fund(CDF) which is utilized for the infrastructural augmentation and maintainance of physical facilities. There are separate heads for YRC,NSS, etc.. The Management Fund of the institution deals with the payment of contractual and temporary employees. The Computer Science

Department which is a self-financing department has its designated head that accounts for all its expenditures. Time to time the college receives fund from Government through schemes like RUSA, World Bank etc. Also our requirements are proposed in front of the Western Odisha Development Council which also sanctions funds for the development of the institution. The College receives Grant-in-Aid from the Government in the form of salaries and grants. For the disbursement of salaries requirement is sent to the Accounts Section of the DHE on quarterly basis after which an allotment is released for the institution. Mediated through IFMS, HRMS and the treasury office, salaries are disbursed after submission of proper bills and other necessary documents. At the beginning of each financial year the Budget Committee prepares a budget which is presented before the Governing body for approval and sanction. There are committees such as the Purchase Committee and the Construction Committee which scrutinize the quotations and estimations and monitors the work. Along with External Audit, Internal Audit Committee comprising of Academic Bursars and teaching staff carry out an audit at the institutional level each year. All the transactions are recorded in College Accounting Procedure Automation (CAPA) which acts as an online cashbook. At the end of each financial year, the deposits and expenditures of the previous are frozen in this system. The institutional resources are optimally utilized. The entire infrastructure such as the classrooms, seminar halls, laboratories, Network resource Centres, Language Laboratory, library etc are fully functional and serve best to their purpose. Maintenance of the physical facilities is regularly carried out. Beautification of the campus through garden, memory pillar for land donors, playgrounds etc. augmentation of infrastructure through new science block, new classrooms, individual departments for each subject, renovation of old classrooms and buildings have been carried out to ensure the finest utilization of the available resources.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Since the college institution has passed through a very critical juncture in 2020-21 because of the COVID pandemic 2019, practically IQAC initiatives could not be materialised. Recently students are coming for physical classrooms and IQAC is planning to introduce the habit of using the reading room in leisure both for the staff and the students. Hopefully this will inculcate reading habit and secondly it will reduce the nuisance or indiscipline in the campus. Further IQAC has proposed to call for guardians/parents -teacher meetings at regular intervals to resolve with the students and the staff. It will help reduce/redressal of grievances.

The Internal Quality Assurance Cell of our institution was established on 11 August 2011 as a post accreditation initiative of the first cycle of accreditation. Since then it has been working continuously to promote quality culture in the institution. The following are two of the practices institutionalized by IQAC which contributes to quality assurance:

1. Collecting Feedback and conduct of Satisfaction Surveys: An institution which strives for growth puts immense importance on formative feedback and constructive criticism of its stake holders. To improve the quality of education and the overall service of the institution IQAC of our institution has developed a feedback mechanism. Feedback forms are carefully curated by the IQAC team with guidance from the academic bursar. The forms contain aspects of teaching learning, infrastructure, facilities, administration and an overall suggestion space. The forms are provided to both the students and teachers. After receiving the feedbacks within a stipulated time, the forms are carefully analysed and discussed with the head of the institution and a plan of action is created accordingly if required. During the pandemic the mechanism has been expanded to an online mode. In addition to existing feedback system, student satisfaction survey and teacher satisfaction survey are conducted online. These surveys also include intricate and minute details of each and every aspect of the institutions. Reports of these surveys are generated and then necessary actions are followed.

2. Conduct of webinars and social outreach programmes and NAAC sponsored seminar: The pandemic of COVID-19 has definitely brought a revolution to the teaching learning and evaluation process in education. With the cancellation of off-line classes and the restrictions imposed on gatherings, a new opportunity of online classes and webinars emerged. The IQAC of our institution equipped itself with the required skills of technology and went

onto conduct a series of webinars during the pandemic. With eminent resource persons from national and international stature webinars were organized. Each department of the institution collaborated with IQAC and conducted webinars of their specific subjects. Eleven national level webinars, one international webinar and many state level webinars have been organized. Participants have joined in for these webinars in huge numbers and received the benefit of listening to useful talks from distinguished personalities. On 16 th April 2021 the IQAC of the institution organized a NAAC sponsored national Seminar on "NAAC Accreditation & Quality Assurance in HEIs". Resource persons from NAAC Prof. Dr. Amiya Kumar Rath and Prof. B.S. Ponnudiraj graced the seminar as resource persons. IQAC of the institution has acted as a key catalyst in the adoption of a nearby village Beherabandh by our institution. Awareness campaigns by the SDMO, Patnagarh on corona virus and on General Health have been conducted in the village adopted village. Masks, Sanitizers and soaps have been distributed there from time to time. the IQAC of the Institution has also sponsored a kids' Library in the primary school of the adopted village. 3. Teacher representatives of IQAC conduct regular meetings with the head of the institution to discuss plan of actions and effective execution. Timely and regular submission of Annual Quality Assurance Reports is also ensured.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Academic activities thrust upon a healthy, productive, efficient and effective teaching-learning process. To begin with IQAC has proposed to prepare the lesson plan and progress register sincerely, get it signed by the H.O.Ds and the Principal every month. It will help analyse the shortcomings if any in the process. Here the Academic Bursar plays an important role to make a regular internal academic audit of all the classes of all the streams. Steps are being taken to clarify the doubts of the slow/dull learners in the remedial classes. All the Faculties

work collectively to ensure a fruitful teaching, learning process. Proctorial classes and proctors are also decided to take care of the small groups of students. They collect the feedback from the students and suggest corrective measures for the improvement.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

| File Description | Documents |
|--|------------------|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | No File Uploaded |

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Nil

| File Description | Documents |
|--|--------------------|
| Annual gender sensitization action plan | NA |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | NA |

| | |
|--|------------------------------|
| 7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment | C. Any 2 of the above |
|--|------------------------------|

| File Description | Documents |
|--------------------------------|---------------------------|
| Geo tagged Photographs | No File Uploaded |
| Any other relevant information | View File |

| |
|---|
| 7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management |
|---|

| |
|--|
| The college campus being confined to a limited space, most of which has been used for construction of classrooms for academic activities, indeed there is no leftover space for solid waste management, liquid waste management, waste water recycling system. However recently enough proposal has been placed in the Governing Body for initiating steps for waste management. There is drainage system liquid waste disposal , regular collection and disposal of solid waste is done. |
|--|

| File Description | Documents |
|---|--------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | NA |
| Any other relevant information | No File Uploaded |

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

| File Description | Documents |
|---|------------------|
| Geo tagged photographs / videos of the facilities | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

C. Any 2 of the above

| File Description | Documents |
|--|------------------|
| Geo tagged photos / videos of the facilities | No File Uploaded |
| Any other relevant documents | No File Uploaded |

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

E. None of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

| File Description | Documents |
|---|------------------|
| Reports on environment and energy audits submitted by the auditing agency | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

E. None of the above

| File Description | Documents |
|--|------------------|
| Geo tagged photographs / videos of the facilities | No File Uploaded |
| Policy documents and information brochures on the support to be provided | No File Uploaded |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution admits students of diverse cultural, regional,

linguistic and commercial backgrounds. However during their stay in the college, in the process of delivering curricular and co-curricular activities through their participation, they are taught and trained in an inclusive environment of tolerance and harmony among each other.

| File Description | Documents |
|--|------------------|
| Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution) | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Womens college jharsuguda works with a mission of creating not only intellectually vibrant youths but also morally robust citizens. Also it ensures to maintain an ecosystem which imbibes the values, rights and duties dictated by the constitution of India. For this, the institution frequently engages in dialogues with the students and teaching and non teaching staff through various activities. As directed by the Government of Odisha, Student Union was not formed due to pandemic19. For which, the student representatives, addresses various issues by proper communication with the Head of the Institution and administration committee in a democratic manner. Various wings like NSS, YRC frequently observe days of constitutional and moral importance such as National Voters' Day, Youth Day, World AIDS Day. They also conduct various rallies, cleanliness drives, Health Awareness Programmes and blood donation camps as extension activities. These programmes inculcate a sense of responsibility and duty. Moral values like fair academic practices, discipline is inbuilt in the working mechanism of the institution which reflects in its examination-evaluation and teaching-learning process. Each year the National Constitution Day is observed on 26 November in the institution by the department of political science to revisit the values and directions laid down in the constitution and remind the staff and students to translate these values into actions.

| File Description | Documents |
|---|-----------------------|
| Details of activities that inculcate values; necessary to render students in to responsible citizens | No File Uploaded |
| Any other relevant information | No File Uploaded |
| 7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized | D. Any 1 of the above |
| File Description | Documents |
| Code of ethics policy document | No File Uploaded |
| Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims | No File Uploaded |
| Any other relevant information | No File Uploaded |
| 7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals | |
| The institution apart from adhering to the curricular activities and insuring classes for the students, it gives importance to co-curricular activities and celebration of days and events of national and international events like environmental day, yoga day, voter day, women's das , republic day etc. However the process has been greatly disrupted due to pandemic. | |

| File Description | Documents |
|---|------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | No File Uploaded |
| Geo tagged photographs of some of the events | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE 1 TITLE OF THE PRACTICE:-Exposure of students to acquire professional skill
A. GOAL:-The main objective of this best practice is to enhance the professional skills of students to increase their competency in the competitive global employment market. For this many professional courses are operational in the institution to enable the students with current industry needs and job requirements.
B. CONTEXT: - nowadays technologies are rapidly changing and students must be aware of this and upgrade their skills

| File Description | Documents |
|--|------------------|
| Best practices in the Institutional web site | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Women's College Jharsuguda is committed to incite all possible platforms pertaining to Scientific Technological Learning for not only the professional growth but also for the personal growth of the students by providing transformational teaching and value based education with international standards. The institution has a motto to achieve academic excellence, promoting quality education with incomparable innovations in teaching and learning. Women's College Jharsuguda is a premier college established in the year 1982 affiliated to Sambalpur university. Now the college has 14 UG (3 ARTS/SCIENCE/COMMERCE) Departments with Honours Classes. The Institution always strives for excellence in

education by imparting quality education by well trained, experienced faculty members. The curriculum design, developments and its review come under the preview of the Sambalpur University. As far as curriculum no and combination of subjects, teaching hours, intake in each course etc. are concerned by the guideline of the Sambalpur university to which the college is affiliated are followed. However the teachers who are the members of the board of study of the university and subject association are involved in the framing of syllabus. The institution has made a constant effort to integrate the goals and objectives of the institution into the curriculum by conducting various seminars and workshops and by inviting eminent research persons and expert to enlighten the staff and students in their respective subject. The concept of parallel education runs deep in our curriculum. Inspired by modern pedagogy insistence open group work between facilitators and learners. The college has created an inclusive practice model that focus on the development of personal skill along with an academic qualification. The model inculcated development of strategic thinking, communication skills self-assessment, leadership qualities, and instils self-esteem among the students.

| File Description | Documents |
|--|------------------|
| Appropriate web in the Institutional website | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.3.2 - Plan of action for the next academic year

1. CURRICULAR ASPECTS • Value-added courses imparting transferable and life skills to be conducted. •To introduce certificate programs/ self-learning courses. •To motivate students to undertake educational tours, field project field visit in order to encourage practical learning. 2. TEACHING LEARNING PROCESS • To encourage faculty to adopt ICT enabled innovative teaching/evaluation methods. •To offer remedial coaching and special guidance for slow learners and advanced learners. 3. RESEARCH, CONSULTANCY AND EXTENSION • To motivate faculty to enrol /complete doctoral programmes obtain research guide ship and submit the research proposals to funding agencies • To motivate faculty members to publish research papers in the UGC approved referred journals, SCOPUS indexed journal, books etc. To encourage all the faculties to participate/present paper in university/state/national conference /seminal /to organise seminar on topic related to higher education. 4. INFRASTRUCTURE

AND LEARNING RESOURCES • To enhance the maintenance of building and equipment. To enhance the availability and usage of e-journals, books and to increase annual budget for purchase of books and journals

5. STUDENT SUPPORT SERVICES • To conduct capability enhancement and developments programs such as soft skills training life skills, vocational skills, yoga, self-defence, Values etc. • to encourage students to participate in intercollegiate activities Viz. Quiz, Debates, sports, NCC, NSS, YRC and other events. • To conduct career guidance program, awareness session on opportunities for higher studies/ placement motivation, competitive exams etc.

6. GOVERNANCE, LEADERSHIP, MANGEMENT • to implement 'e-governance' in Planning and Development, Administration, Finance and Accounts through the implementation of College Management System. • To provide sponsors for faculty to attend conference/workshop/seminars etc • To conduct professional development programs for teaching/non-teaching staff • To conduct academic /administrative audit.

7. INSTITUTIONAL VALUES BEST PRACTICES • To organize more number of programs relating to gender sensitization, environmental consciousness and sustainability, universal values ethics etc., • To undertake green initiatives promoting eco friendliness.