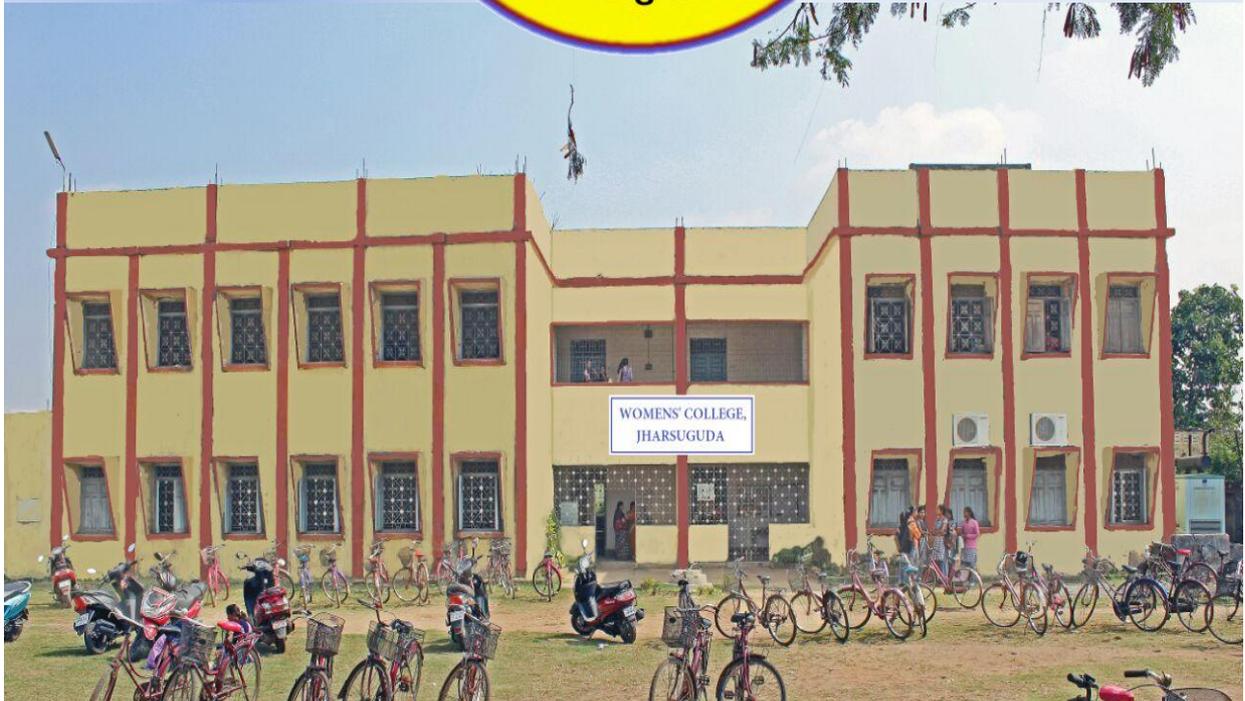# WOMEN'S COLLEGE, JHARSUGUDA



# SELF STUDY REPORT 2016

*Submitted To*

## NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

# CONTENTS

# Executive Summary

# EXECUTIVE SUMMARY

**CRITERION –I: CURRICULAR ASPECT**

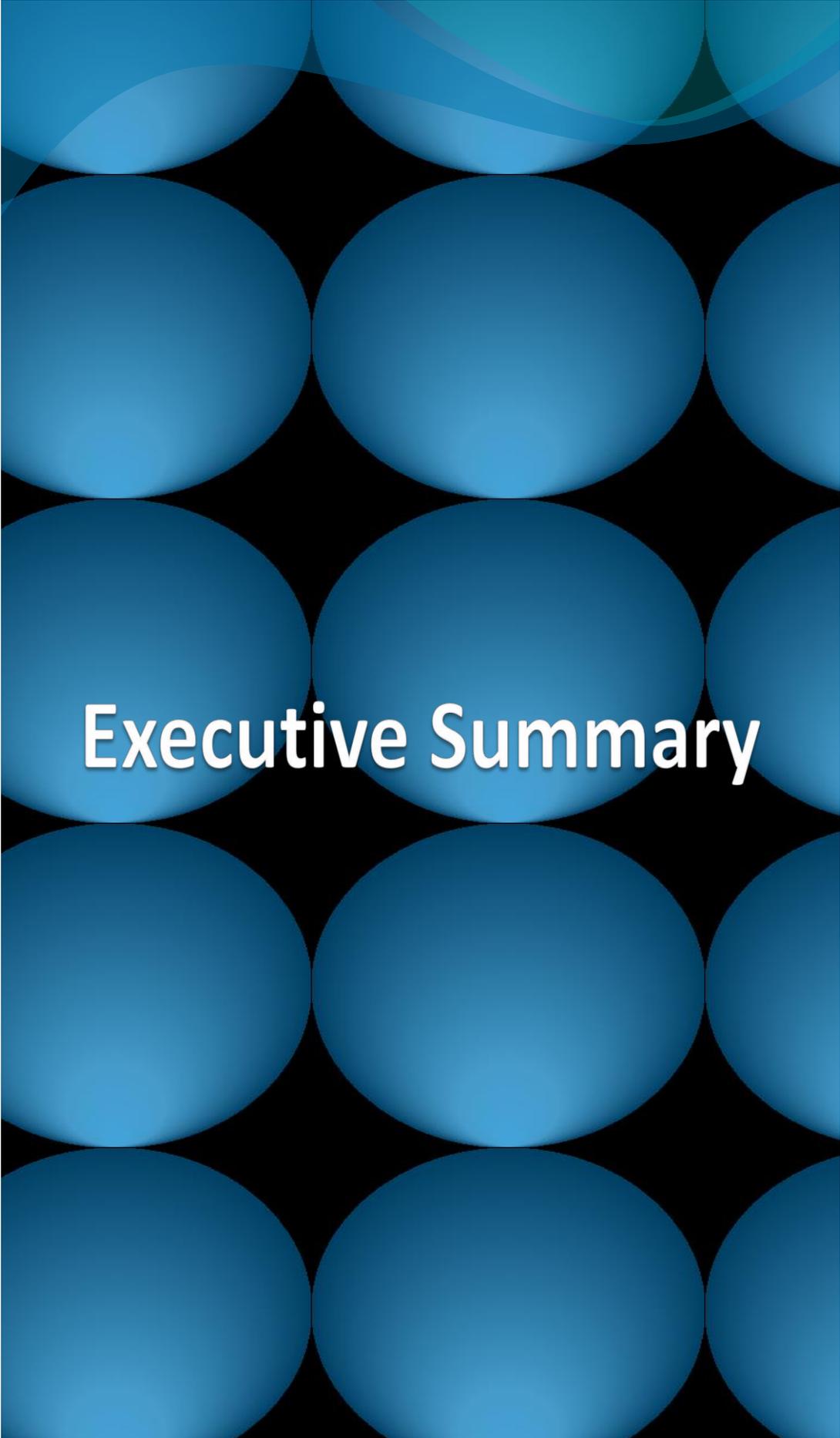The vision, mission and objective of Women's College, Jharsuguda are amply reflected in the college's motto **- "*Tamoso Ma Jotirgamaya*"** (a journey from darkness to light, that is, from ignorance to knowledge). Right from its inception in 1982 till today, the college has striven to achieve greater heights in quality education. Developing an ardent quest for knowledge, research, respect for culture, generating sensitivity towards one's environment are some of the focal points around which the institution works.

Women's College, Jharsuguda is a premier College affiliated to Sambalpur University. Hence the curriculum design, development and its review come under purview of the University. As far as the curriculum, number and combination of subjects, teaching hours, in-take in each course etc are concerned the guidelines of Sambalpur University, to which this College is affiliated, are followed. However our teachers who are the Members of the Board of Studies of the University and Subject Associations are involved in the framing of the syllabus. Our College offers 3 programmes at the U.G. level.

The institution has made constant efforts to integrate the goals and objectives of the institution into the curriculum by conducting various seminars and workshops and by inviting eminent resource persons and experts to enlighten the staff and students in their respective subjects. The concept of parallel education runs deep in our curriculum and all departments in the college organize seminars, symposia, conferences, study tours, and other academic activities to achieve this end. The departments have been provided with internet facility. The class rooms have LCD facility to enable ICT teaching. Our teachers integrate tools of ICT in their lectures. In order to make the curriculum student-centric, students are asked to hold seminars, participate in group discussions and undertake projects, industrial visit etc. Remedial classes for slow learners and coaching classes for entry into services are conducted.

Students are sensitized on pertinent issues like gender equity, human rights, climate change and environmental protection through various clubs and associations in the College. The various students associations, departments, staff council committees as well as robust NCC and NSS units are running comprehensive programmes for the betterment of the students in particular, and society at large. The committees like the Grievance Committee, SC/ST/OBC Counselling Committee and Gender Sensitization Society have been created to address the special needs of the students.

The strong feed-back mechanism for faculty involving self-appraisal, feedback from students, stakeholders and Head of the institution help faculty members to enhance their professional competency. The I.Q.A.C. plays a significant role by offering valuable suggestions in the implementation of the curriculum.

# CRITERION II: TEACHING, LEARNING AND EVALUATION

The college has systematic and transparent admission process which is constantly monitored by committees like IQAC and Admission Cell. College makes optimum use of print and electronic media for creating awareness and make admission process more transparent. Admissions in the college are merit-based adhering completely to the regulations and directives as stipulated by University of Sambalpur. College follows university norms of reservation to give justice to minorities, differently abled and reserved category.

The college maintains a student-centric and learner-centric atmosphere to achieve the desired learning outcomes. The teachers employ interactive and participatory approach creating a feeling of responsibility in learning and make learning a process of construction of knowledge. Teaching and Learning process is monitored by academic calendar, teaching plan and its proper evaluation by HOD's which implies systematic implementation of curriculum and finally evaluated by syllabus completion report submitted by each faculty. IQAC makes sure that inclusion of role-plays, simulation and classroom discussions are conducted along with traditional teaching. ICT based facilities are used extensively for dissemination of knowledge and evaluation. Interactive instructional techniques like focused group discussions, experiments, Power Point Presentations and application of ICT resources enrich the teaching learning experience and engage students in higher order thinking and investigation. Providing question banks, regular evaluation and assessment of questions and generation of material/content for summative exams are some of the best practices of the college. Library resources are used keenly to enhance teaching learning process. Industrial, historical, cultural and, religious tours are frequently organized for students to gain on site knowledge. Further, departmental societies regularly organize seminars, extension-lectures, quizzes, debates and other activities in their respective fields.

College adopts different strategies in planning and management of its human resources. While University laid down procedure is strictly followed for recruiting faculty members, they continue to strive for learning and keeping abreast of the latest developments in their respective fields. The Faculty regularly participates in conferences, workshops, seminars, and refresher courses with many of them being regularly invited as resource persons at such events. The College also regularly organizes conferences, workshops and Seminars. Further, our faculty members are also associated with the University and UGC sponsored prestigious Innovation/ Research Projects. The college also promotes faculties for M. Phil and Ph. D degrees.

The college ensures that the stakeholders of the college especially students and faculties are made aware of the evaluation processes. The major evaluation reforms of the university are adopted by the college and college has also initiated different reforms of its own. The learning outcome is ensured by different evaluation processes.

The performance of the students and learning outcome is regularly evaluated and monitored by conducting periodic class tests, presentations, assignments, discussions as a part of students' internal assessment while their final evaluation is made through the semester end examination as conducted by the university. The report includes course-wise details on students' performances *vis-a-vis* peer colleges that reflect excellent performances of our students.

## CRITERION III: RESEARCH, EXTENSION AND COLLABORATION

Keeping in mind the importance of research in enhancing the quality of education, the College promotes a research culture among its staff and students by encouraging the faculty members to undertake research projects that are useful to the society. At the level of institution there is a Research Committee to formulate and look into various aspects of research and learning. All efforts are made to encourage independent, original and quality research in a dynamic manner.

The College encourages interdisciplinary research and inter-departmental interactions in research and seminars by promoting academic resource sharing. The research facilities are supplemented with a well stacked library and internet facility with access to e-resources. Many of our staff members have presented their research papers in various national and international seminars. Some papers have been published in peer reviewed journals adding to the enrichment of the subject of study. A few of them are recognized research guides of some Universities. In the last five years the College, through its research activities has contributed in its own way to the progressive dissemination of knowledge and the systematic development of a competent knowledge society.

The College conducts regular extension activities and services so that, education and social work not only benefits the society at large, but imbibes the students with qualities to become responsible citizens. National Service Scheme (NSS) volunteers and College Communicate Collaboration (C3) actively participate in the extension activities of the College. Faculty members are frequently invited to deliver lectures on issues like women empowerment, consumer rights, environment protection etc. at various forums. They also participate in talks and interviews in Radio and TV. Besides, education fairs, medical camps, health awareness programmes, cultural festivals, intra-College and inter- College sports meet, literacy programmes, rural development programmes, etc. are organized. Some of these activities are funded by UGC, and various other agencies.

Societies of the various departments engage the students and faculty at regular interval towards co-curricular activities such as career counseling, personality development, quiz and debate competitions, paper presentation, case study analysis etc.

## CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

The infrastructural policy of the college is driven by visualization of future requirements of teachers, administrative staff and students. The college intends to impart quality education and all round personality development of the students. Keeping in view, the college's total commitment towards quality education, we have comprehensively renovated all class rooms, created six new computer labs, fully air conditioned and well-equipped library so as to have conducive environment for effective teaching and learning. For the college, the proper maintenance of physical infrastructure facilities is as important as the creation of new facilities for efficient and smooth functioning.

The policy of the College Management is to enhance the infrastructure keeping pace with the demand. The management looks into efficient and optimal utilization of the available infrastructure facilities. The most perceptible improvement in the course of the five years is in respect of adding, extending and improving the infrastructure facilities in the College.

Library provides books, journals, technical assistance and other learning resources which enable students to acquire information and knowledge required for their study.

Internet facility is available throughout the college campus. In order to create technology enabled teaching and learning environment by deploying and upgrading IT infrastructure. The College has computer labs. Lab facilitates well configured computers with up to date technologies. The college has LCD, Printers, Projectors, UPS backup and Internet connection as IT Infrastructure. The College has regular maintenance staff for various infrastructure facilities. Maintenance facilities are available for Housekeeping, Electricity, Generator backup and Water purifiers.

## CRITERION V: STUDENT SUPPORT AND PROGRESSION

The College believes that its primary stakeholders are the students. All aspects of education focus on the core values of contributing to national development while fostering global competencies among students. Apart from displaying the College Vision and Mission the College prominently at the entrance, the Administration highlights them in the College calendar. The College prospectus/calendar provides information regarding the history of the College, tentative calendar of events, courses offered, admission rules, examination rules, code of conduct, co-curricular and extra-curricular activities, scholarships, support facilities like library, canteen and hostel, amenities for sports and games, instruction to parents and guardians and other useful details.

The College admits students from all social milieus and empowers them through intensive mentoring and counselling to face the challenges of life and become responsible and sensitized citizens of the country. The various societies of the College spread awareness and sensitize the student community about socially relevant issues. Faculty members are available within the College premises and students can approach them with their personal, academic and career related issues.

Book bank facility, fee concession, students' aid fund and numerous scholarships and prizes are given by the College every year. The prizes are merit based and given for excellence in the field of academics and extra- curricular activities providing support and incentive to students to do their best. Special consideration in the form of scholarships and free ships is also given to deserving students from financially disadvantaged background.

The College provides special support to slow learners and those who need additional help through a variety of means such as remedial and extra classes. The Grievance Redressal Committee, Anti-Ragging Committee and Internal Complaints Committee ensure a conducive and secure environment for growth and development of students.
Industry visits are arranged for students to give industrial exposure. Students are encouraged to exhibit their creativity through annual college Magazine *Drishti*.

## CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

The Management of the college takes deliberate efforts to transform the vision into institutional mission. Our Institution works as a cohesive unit with a good coordinating mechanism that ensures co-operation and commitment on the part of the Management, Principal and the staff. The Management and the Principal have established excellent rapport so that the functioning is smooth Adopting a pro-active approach, the top management

ensures the democratic participation of all stakeholders in formulation and implementation of the action plans pertaining to academic and other matters. The policies and plans of the college are periodically monitored for both the academic and financial aspects through appropriate forums such as Governing Body, Staff Council, Departmental meetings and College Committees. All academics and administrative units are participative and transparent.

The college functions through various committees like academic committee, Examination Committee, Admission Committee, Discipline Committee, Grievance Committee and Anti Ragging Committee. The community engagement is taken care of by various social activities under NSS. Faculty empowerment is brought about by effective performance appraisal system, Provision of financial assistance for research purposes, Organization and participation in various Indoor and outdoor Faculty development programs respectively which has effectively reduced the attrition rates. The college has effective means to make optimum utilization of available financial resources.

Staff meetings are frequently held to discuss the issues like coverage of syllabus, conduct of class tests, seminars, examinations, student's attendance, library books, students and staff grievances and redressal, staff service matters, performance of the students, participation of students and staff in extension activities.

Major financial resources of the Institution are Tuition fee and UGC grants. The college has effective means to monitor and to make optimum utilization of available financial resources. The Internal Quality Assurance Cell (IQAC) monitors and contributes towards quality enhancement.

## CRITERION VII: INNOVATIONS AND BEST PRACTICES

The college makes many efforts to implement innovative and best practices. The college conducts various activities towards creating an eco-friendly campus. These activities are installation of penguin dustbins at various places, use of CFL bulbs, and water harvesting and plantation in and around the campus. Apart from it, the college also takes initiatives for benefits of society like organization of cleanliness drives, health check-up camps, organization of Environmental Lectures by eminent environmentalists.

Innovations that have helped our college to create a positive impact on functioning of the college in terms of student development, Faculty Enhancement and Staff Motivation are Spoken English classes, Women grievance cell to solve grievance of girl students, Remedial classes, Industrial visits, Visit to higher research centers, Online library portal that provides access to the excellent library facility and NSS activities to enhance social consciousness of the stakeholders.

Inspired by modern pedagogy's insistence upon collaborative group-work between facilitators and learners, the college has created an inclusive practice-model that focuses on development of personal skills along with academic qualifications. The Model inculcates development of strategic thinking, communication-skills, and self-assessment and leadership qualities and instils self-esteem among students.
Instead of filling young minds with information, the holistic vision of education asks them to creatively draw upon their latent talents and engage themselves with the community at large. College, Community and Collaboration are the prime focused aspect of NSS is an endeavor to inculcate social responsibility in students.
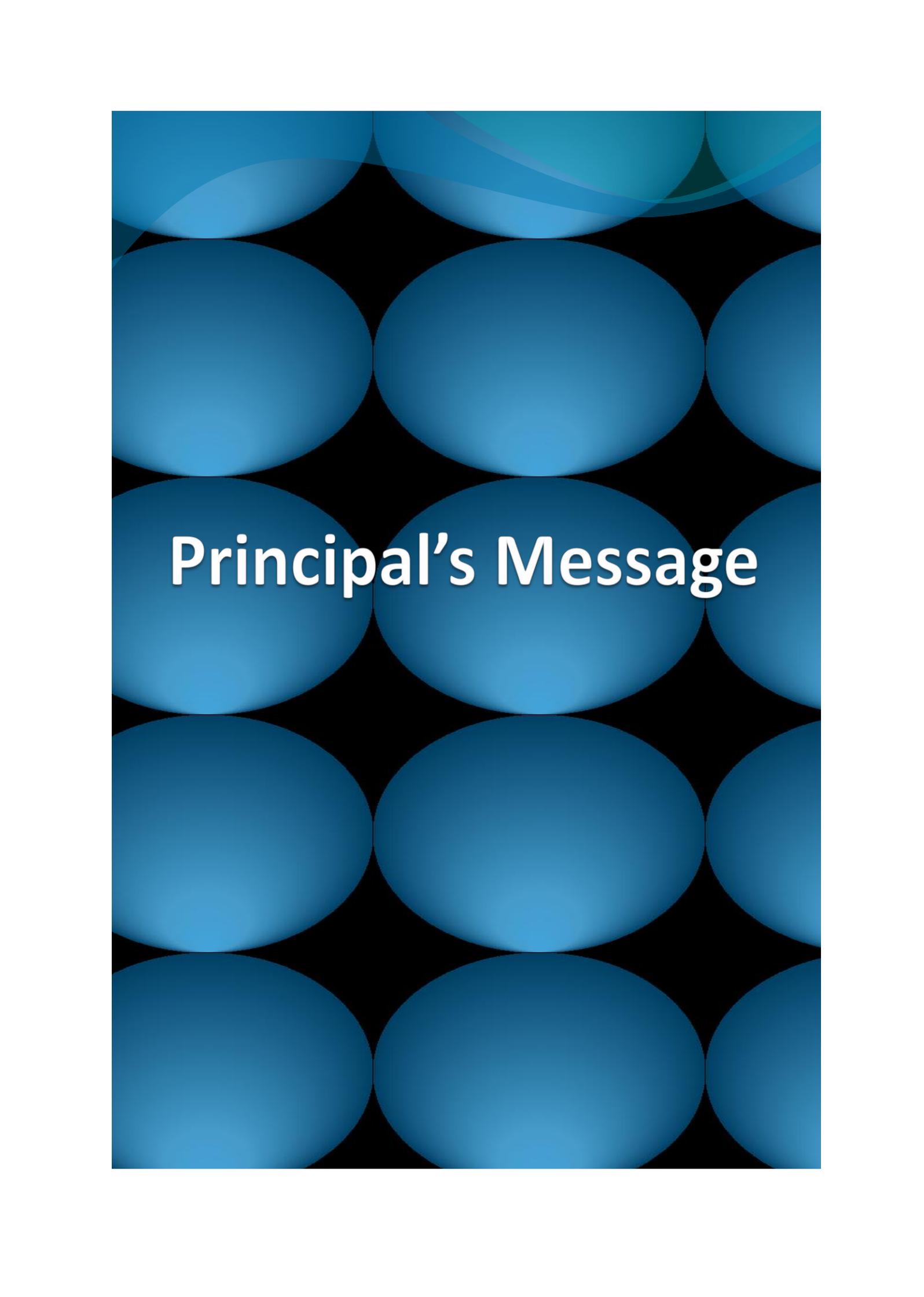
# Principal's Message

# FROM THE PRINCIPAL'S DESK

It's an honour and opportunity to submit Self Study Report (SSR) of Women's College, Jharsuguda to National Assessment & Accreditation Council (NAAC) for Re-Accreditation (Cycle-II) for further sustenance, growth and improvement of quality of our college. The Internal Quality Assurance Cell (IQAC), established in the year 2011 after the first accreditation has been instrumental in raising the bar of excellence and playing key role in forming, adopting and implementing divergent quality enhancing measures and enrichment programmes during the post-accreditation period trying with level best in compliance with the requirements and recommendations of the Peer Team in a systematic and logically coherent manner.

Women's College, Jharsuguda made its humble beginning during the academic year 1982-83. In a very short period, the college made rapid growth in every aspect including the recent addition of a new college hostel and expansion of college building (under construction) to it. The Motto of the college is to educate the rural women amidst the ambience of duty, devotion, dedication and determination. Since its inception the college has proven its academic versatility by producing meritorious students in Sambalpur University. Encouragement is given to co-curricular activities also in the college campus. The college aims at providing holistic education to the students who are primarily from rural background.

The institution looks forward to getting re-accredited and asserting our firm conviction in the methodology of NAAC assessment I invite the NAAC to help us in our venture towards excellence and sustenance of quality education.

Principal
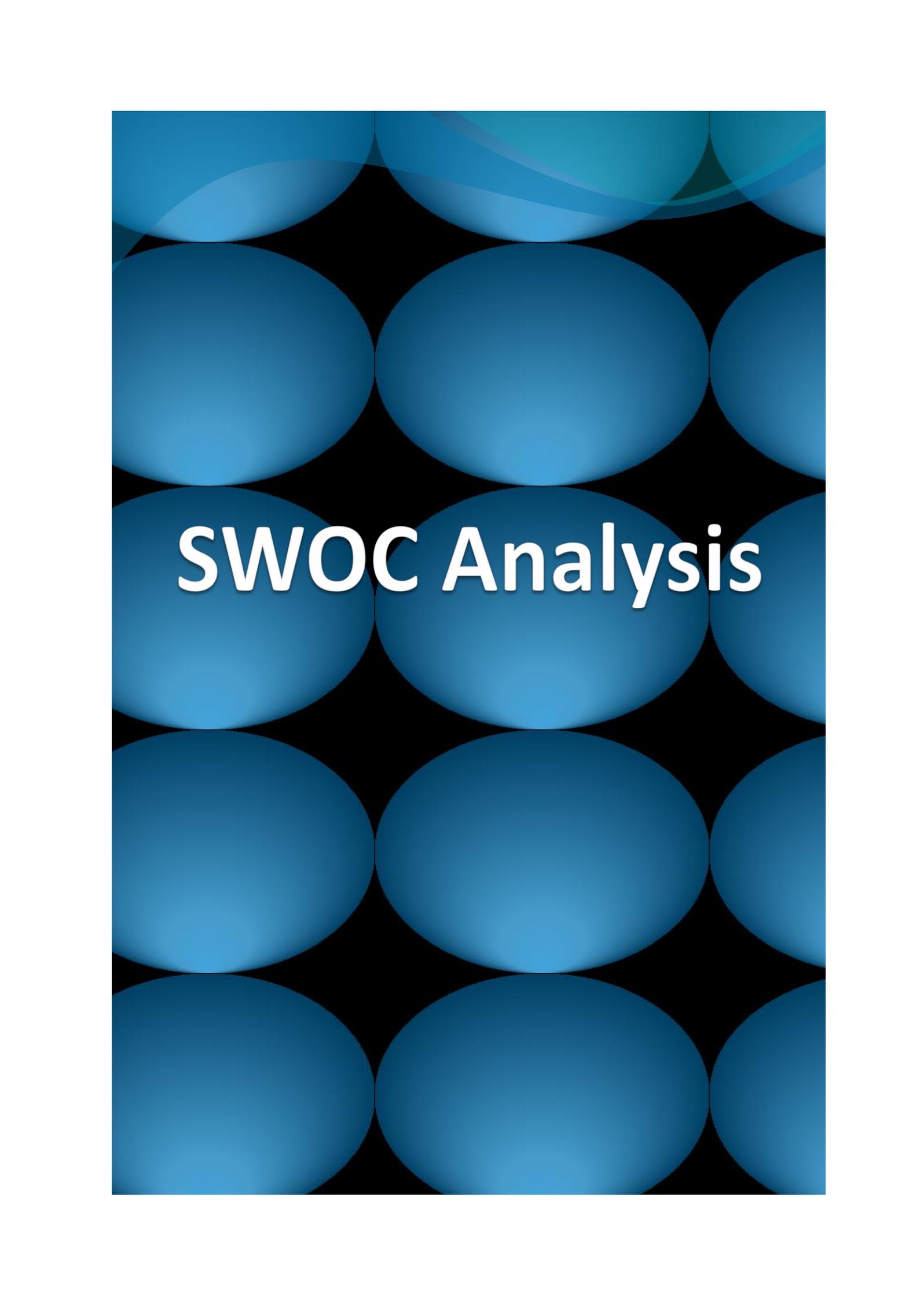
# SWOC ANALYSIS OF THE INSTITUTION

**Methodology Used**:
A core team of Heads of all the Departments of the college was constituted with Principal as the Head of the team. The team met several times and had consultations, interactive sessions in a participatory mode. The core team which comprised diverse streams from science, social sciences, humanities, commerce department, establishment / administrative section, library committee, alumni and students met several times to determine and analyze the institutional strengths, weaknesses, opportunities and challenges. An action plan was drafted as per the priorities identified by the team.

**Core Committee Members**
The following members constitute the Core Committee.
1. Principal, as the Head of the Core Team
2. Academic Bursar
3. Administrative Bursar
4. Accounts Bursar
5. HODs of all departments
6. Representatives from Arts, Commerce and Science Departments
7. NSS officer
8. Vice President Atheletic Association
9. Vice President Cultural Association
10. Advisor Student Union
11. Librarian of the College Library
12. Hostel Wardens

## STRENGTH
- The students are our real strength many of them are first or second generation learners but are disciplined hard working and determined to achieve their goals.
- Efficient and dedicated teaching staff.
- Strict academic ambiance of the college campus.
- Upgraded laboratories with modern equipments.
- Well stocked library with book bank facility.
- Extensive and effective extension activities through NSS wings.
- Remedial coaching classes, coaching classes for competitive exams, career and counseling cell for students.
- Teachers have personal contact with students rendering a humanistic touch.
- Lot of motivation and encouragement given to students to participate in co-curricular activities.
- College strives to inculcate moral values and Indian culture in our students.

## WEAKNESS
- One of the severe handicaps we have to work with is the fact the government has not allowed private Management to recruit teachers on a permanent basis with government support. With the limited resources at its disposal the Management has to appoint temporary staff. Yet there has been no retardation in our progress.
- Shortage of teaching and non-teaching staff.

- Socio – economic back ground of many students admitted in the college is responsible for poor language competence in English. This leads to an unsatisfactory level of comprehension and communication.
- Less number of supporting staffs.
- Less of non - teaching staff orientation.
- No Add-on-courses.
- 05 to 10% dropouts.

**OPPORTUNITIES**
- Free access to library resources for the stake holder.
- Learning through ICT technologies.
- More Financial assistance to SC / ST, Minority, OBC and Physically challenged by the Government and Philanthropists.
- Humanistic approach of dedicated staff.
- Co-operative / Supportive Management.
- UGC offering number of grants for sustenance and growth.

**CHALLENGES**
- Improve upon communication skills and develop global competencies especially among our rural based students.
- Increase finance availability.
- The other challenge involves getting permission from the government to fill up the vacant posts of teaching and non-teaching staff.

**FUTURE PLAN**
- Introducing skill-oriented courses Diploma and certificate courses in communicative English, Tailoring etc.
- Introduced ICT teaching technology enabled system for all class rooms.
- Organize national seminars.
- Installing solar system.
- Making a research centre.
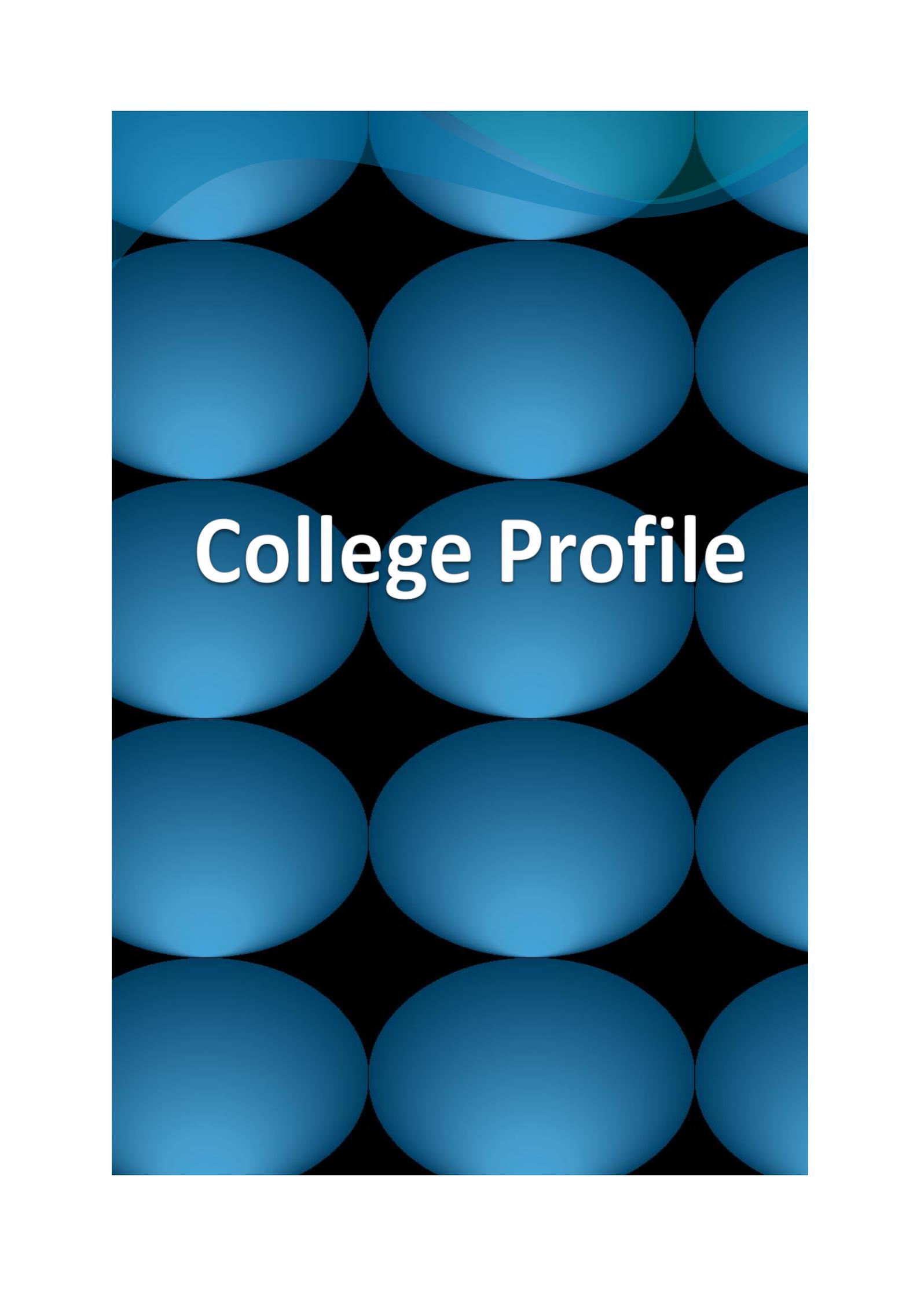
# College Profile

## 1. Profile of the Affiliated / Constituent College
### 1. Name and Address of the College

| Name: | Women's College | |
|---|---|---|
| Address: | Mangal Bazar Road | |
| City: Jharsuguda | Pin-768201 | State: Odisha |
| Website: | www.womenscollegejharsuguda.org | |

### 2. For Communication:

| Designation | Name | Telephone with STD Code | Mobile | Fax | Email |
|---|---|---|---|---|---|
| Principal | Mrs. B. Kaur | 06645-272120 | 9438385950 | 06645272120 | principalwcj@gmail.com |
| Steering Committee Co-ordinator | Mrs. S. Mahanti | 06645 272120 | 9437501037 | 06645272120 | principalwcj@gmail.com |

3. Status of the Institution       :            Affiliated

4. Type of Institution                      For Women
       By Shift                :          Day

5. It is a recognized minority institution?      : No.

6. Sources of funding           :            Grant- in-Aid
7. a.Date of Establishment of the College :    19.5.1982
   b.University to which the college affiliated / or governs the college if it a
      constituent College :

| Sambalpur University |
|---|

   c. Details of UGC recognition

| Under Section | Date, Month & year | Remarks if any |
|---|---|---|
| i. 2(f) | 25.7.1996 | |
| ii. 12(B) | 25.7.1996 | |

(Enclose the certificate of recognition u/s 2(f) and 12(B)of the UGC Act.

   d. Details of recognition / approval by statutory / regulatory bodies other
      than UGC 9AICTE, NCTE, MCI, DCI, PCI RCI etc) : NA

8. Does the affiliating University Act provide for conferment of autonomy (as
   recognized by the UGC) on its affiliated colleges?      : No
   If yes, has the college applied for availing the autonomous status: No.

9. Is the college recognized
   a. By UGC as a college with Potential for Excellence (CPE) : No
       If yes, date of recognition :  No
   b. For its performance by any other governmental agency : No.


10. Location of the campus and area in sq. mts:

| Location | Mangal Bazar |
|---|---|
| Campus area in sq. mts. | 2.95 acres |

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institution has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under agreement.

Auditorium / seminar complex with infrastructural facilities: No.
Sports Facilities               :       Yes
Play Ground                     :       Yes.
Girls Hostel
Number of Hostel                :       02
No of inmates                   :       160
Working Women's Hostel          :       No
Residential facilities for teaching and non-teaching staff.
(Give numbers available - cadre wise): No.
Canteen                         :       Yes
Health centre                   :       No.
First aid, inpatient, Outpatient, Emergency care facility
Ambulance………. Health centre staff        :       No.
Qualified doctor    :       Full Time   No    Part time   No


Qualified Nurse     :       Full Time   No    Part time   No

Facilities like banking, Post Office, Book Shop            : No.
Transport facility to cater to the needs of students and staff    : No.
Animal house                                              : No
Biological waste disposal                                 : No.
Generator or other facility for management / regulation of electricity
 and voltage                              : Yes
Solid waste management facility      : No.
Waste water management               : No
Water harvesting                     : No

12. Details of programmes offered by the college (give data for current academic year)

| Sl # | Programme Level | Name of the Programme/Course | Duration | Entry Qualification | Medium of instruction | Sanctioned /approved student strength | No of students admitted |
|---|---|---|---|---|---|---|---|
| 1 | Under Graduate | B.A. | 3 yrs | +2 | English | 128 (20% extra as Govt. of Odisha, Dept. of Higher Education provision) | 150 |
| 2 | Under Graduate | B.Com | 3 yrs | +2 | English | 64 | 52 |
| 3 | Under Graduate | B.Sc | 3 yrs | +2 | English | 64 | 75 |

13. Does the college offer self-financed Programmes? :        No.

14. New programmes introduced in the college during the last five years if any?

| Yes | Number | 02 |
|---|---|---|

15. List of the Departments (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the department offering common compulsory subjects for all programmes like English, regional Language etc).

| Faculty | Departments | UG |
|---|---|---|
| Science | 05 | 05 |
| Arts | 07 | 07 |
| Commerce | 01 | 01 |

16. Number of programmes offered under (Programme means a degree course like BA, B Sc & B. Com       : 03                            : Annual System

17. Number of Programmes with

   a. Choice Based Credit System          No

   b. Inter/Multidisciplinary Approach          No

   c. Any other (Specify and provide details)          No

18. Does the college offer UG / or PG programmes in Teacher Education?

Yes [ ]　　　　No. [ No ]

    a.    Year of Introduction of the Programme(s)   :   No.
        and  number of batches that completed if applicable
    b.    NCTE recognition details (if applicable): No

19.    Does the college offer UG or PG programme in Physical Education?

Yes [ ]　　　　No. [ No ]

20.    Number of teaching and non-teaching position in the Institution.

| Position | Teaching Facility | | | | | | Non-teaching staff | | Technical staff | |
| | Professor | | Reader | | Lecturer | | | | | |
| | M | F | M | F | M | F | M | F | M | F |
| Sanctioned by the State Government | | | 01 | 02 | 0 | 20 | 8 | 3 | 0 | 0 |
| Yet to recruit | | | 02 | | 01 | | 01 | | | |
| Sanctioned by the management/Society or other authorised bodies Recruited | | | | | 0 | 07 | | | | |
| Yet to recruit | | | | | | | | | | |

21. Qualification of the teaching staff:

| Highest qualification | Professor | | Reader | | Lecturer | | Total |
| | M | F | M | F | M | F | |
| Permanent teachers | | | | | | | |
| D.Sc / D.Litt | | | | | | | |
| Ph. D | | | | 01 | 0 | 07 | 08 |
| M. Phil | | | | | 0 | 08 | 08 |
| P.G. | | | 01 | 01 | 0 | 05 | 07 |
| Temporary teachers | | | | | | | |
| Ph.D | | | | | | | |
| M. Phil | | | | | | | |
| P.G. | | | | | | 07 | 07 |
| Part-time teachers | | | | | | | |
| Ph. D. | | | | | | | |
| M. Phil | | | | | 01 | 02 | 03 |
| P.G | | | | | 0 | 03 | 03 |

22. Number of visiting faculty /Guest Faculty engaged with the college: No.

23 Furnish the number of the students admitted to the college during the last four academic year

| Category | Year-1 2012-13 | | Year-2 2013-14 | | Year-3 2014-15 | | Year-4 2015-16 | |
|---|---|---|---|---|---|---|---|---|
| | Male | Female | Male | Female | Male | Female | Male | Female |
| SC | | 22 | | 24 | | 39 | | 39 |
| ST | | 17 | | 29 | | 39 | | 66 |
| OBC | | 43 | | 33 | | 38 | | 42 |
| General | | 66 | | 159 | | 141 | | 130 |
| Total | | 148 | | 245 | | 257 | | 277 |

24. Details on students enrolment in the college during the current academic year:

| Type of students | UG | PG | M. Phil | Ph. D | Total |
|---|---|---|---|---|---|
| Students from the same state where the college is located | 320 | 0 | 0 | 0 | 320 |
| Students from other states of India | 10 | 0 | 0 | 0 | 10 |
| NRI students | 0 | 0 | 0 | 0 | 0 |
| Foreign students | 0 | 0 | 0 | 0 | 0 |
| Total | 330 | 0 | 0 | 0 | 330 |

25. Dropout rate in UG and PG (average of the last two batches

UG [ No ]     PG [       ]

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component [       ]

(b) excluding the salary component [       ]

27. Does the college offer any programme/s in distance education mode (DEP)?

[       ] Yes     No. [ No ]

If yes,

a) is it a registered centre for offering distance education programmes of another. University

Yes [       ]     No [ No ]

b) Name of the University which has granted such registration.

[ NA ]

c) Number of programmes offered

Nil

d) Programmes carry the recognition of the Distance Education Council.

Yes

No

No

28. Provide Teacher - student ratio for each of the programm/ course offered
22:1

29. Is the college applying for
Cycle 2  Re- Assessment

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation.)

30. Date of accreditation* (applicable for Cycle 2, Cycle3, Cycle4 and re-assesment only)

Cycle 1 dt. 29.1.2009  Accreditation.

Outcome / Result "B" Grade
Kindly enclose copy of accreditation certificate (s) and peer team report(s) as an annexure.

31. Number of working days during the last academic year.

236

32. Number of teaching days the last academic year.
*(Teaching days means days on which lectures were engaged excluding examination days)*

220

33. Date of establishment of Internal Quality Assurance Cell.

11.08.2011

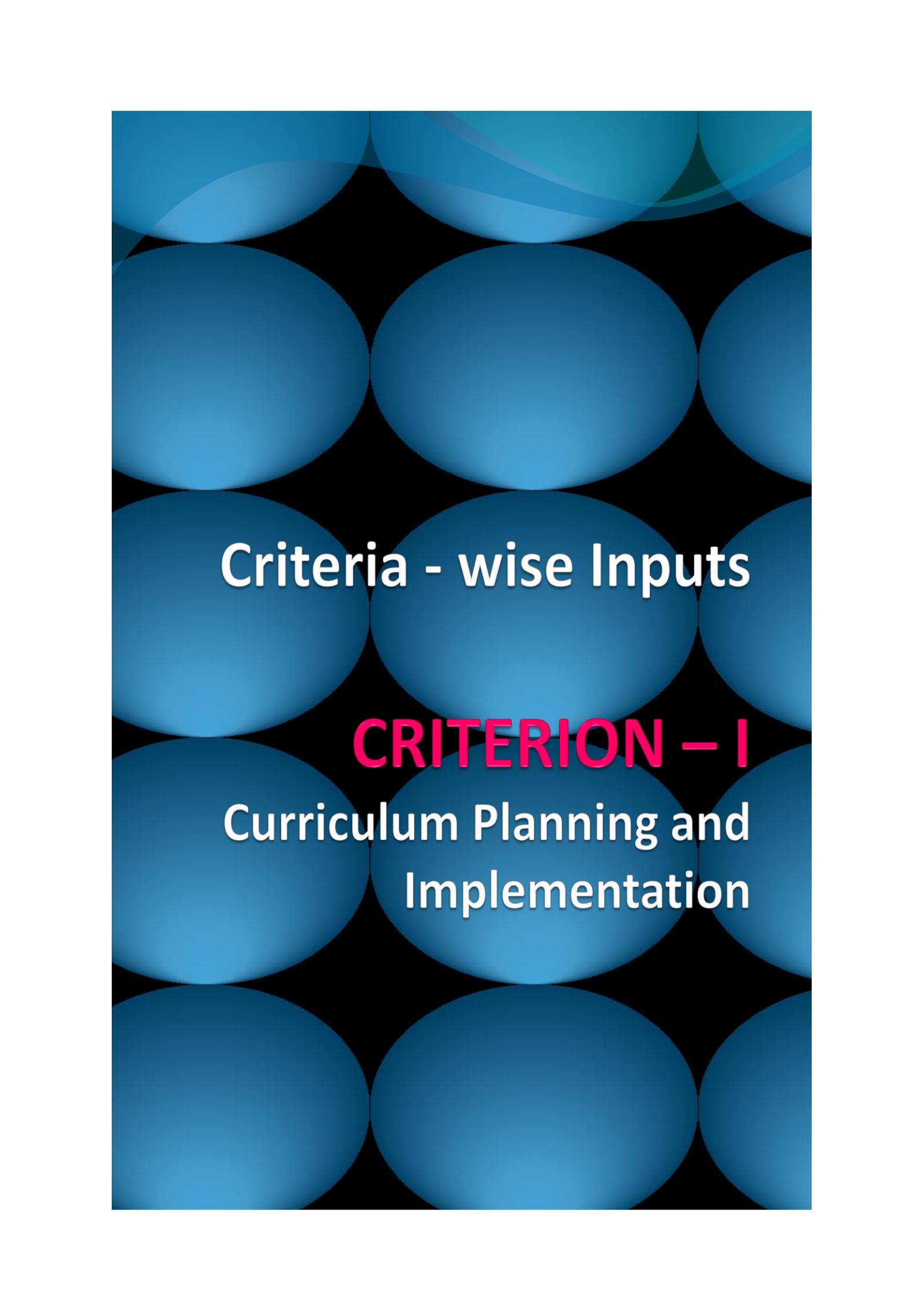34. Details regarding submission of Annual Quality Assurance Report (AQAR) to NAAC.
AQAR  2012-13  :    11.01.2016
AQAR  2013-14  :    11.01.2016
AQAR  2014-15  :    11.01.2016

35. Any other relevant data ( not covered above) the college would like to include (Do not include explanatory / descriptive information)

# Criteria - wise Inputs

# CRITERION – I

# Curriculum Planning and Implementation

# 1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

## Vision:

Women's College, Jharsuguda is a pioneering institution of education with a vision which emanates from its motto **"*Tamoso Ma Jotirgamaya*"** (a journey from darkness to light, that is, from ignorance to knowledge). The vision of the institution is to achieve excellence in higher education, empowerment through knowledge, inclusive growth for socio-economic change and sustainable development.

## Mission:

"Committed to serve the society with humility and trust, devoid of exploitation; to impart value based higher education, particularly to the socially and economically deprived sections of Jharsuguda area; to make the students of this institution worthy citizens of our glorious motherland".

The mission of the institution is:

- To promote women's education.
- To equip and empower students with relevant knowledge, competence and creativity to face psycho-socio challenges.
- To achieve innovations in teaching-learning, curricular-co-curricular, research and extension activities to realize national goals, including the adoption and promotion of knowledge output for human development.
- To facilitate optimum use of human and limited infrastructural facilities available for quality sustenance and growth.
- To create awareness of human rights, value system, culture, heritage, scientific temper, environment and woman emancipation.

These are communicated through the official website of the College at **WWW.womenscollegejharsuguda.org** the College prospectus, academic calendar published every year at the time of admission, and through various meetings with the students, staff and other stakeholders (Teachers' Council, Non-Teaching Staff Association, Students' Union, Parents, Alumni). It is also placed in "Information Board". The display of Vision Statement and Mission Statement in prominent places on the campus helps the stakeholders identify the goals and objectives of the college.

**Objectives**: In order to achieve this mission our Objectives are to:
- Emphasize all round physical, mental, cultural, economic, political and spiritual development.
- Groom the students to evolve into responsible citizens.
- Enable students to develop life-long learning skills.
- Orient students to their social responsibilities through various co-curricular and extra-curricular forums such as N.S.S., Women & Sexual harassment cell, Cell, Y.D.C, Self defence and Anti ragging cell.

**1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).**

The institution follows the curriculum designed by the Sambalpur University at the beginning of every academic year, all the departments chalk out an academic calendar which includes lecture hours, topics to be taught and other co-curricular activities to be conducted during the year. The heads of the departments distribute the syllabi among the faculty members of their departments. The faculty members are also given academic diaries, in which they chalk out their teaching plans for the term, to complete the syllabi within stipulated time. If, for any reason, a faculty fails to finish his/her syllabi within the stipulated time, he/she arranges extra classes for his/her subject.

This schedule of work is made available in the department for reference. The curriculum delivery is effectively done through lectures, supported by Power Point Presentations, LCD Projectors and e-content development. Printed study material is also given to students. This is supplemented by Group Discussions, Seminars and Interactive sessions.

**1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?**

As the College is affiliated to Sambalpur University, it follows the University designed curriculum.

- IQAC of the College prepares an Academic Calendar that specifies the curriculum to be taught by a teacher, duration of the session, the date of commencement of internal and external examination and the like. The institution receives regular circulars, letters and e-mails from the university, regarding the changes or modifications in the curriculum. The Principal informs the concerned teachers about the change and gives them a copy of the same. Thus the faculty members receive all sorts of support from the university and institution to understand the curriculum properly.
- The college sends the faculty to Faculty Enhancement Programs and Quality Improvement Program conducted by the university and other institutions and agencies.
- In-house workshops, seminars and discussions are further organized to disseminate the inputs gained from the above orientation and refresher programmes.
- Moreover, the faculty members of the institution are allowed to place orders or purchase books, reference books, journals of their subject as per their requirement. Moreover, the faculty members can also avail the facilities such as computer, internet, photo copying, printing, scanning etc. available in the college.

| Sl. no | Academic Staff Development Programmes | No of Faculties Nominated - 04 | | | |
|--------|---------------------------------------|---------|---------|---------|---------|
| | | 2011-12 | 2012-13 | 2013-14 | 2014-15 |
| 1 | Refresher courses | 02 | 01 | 01 | 01 |
| 2 | HRD programmes | - | - | - | - |
| 3 | Orientation | - | - | - | - |

| | | | | | |
|---|---|---|---|---|---|
| | **programmes** | | | | |
| 4 | **Staff training conducted by the university** | - | - | - | - |
| 5 | **Staff training conducted by other institutions** | - | - | - | - |

- **Academic Calendar attached as Attachment- 01**

**1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.**

- The Academic Calendar has the detailed programme of the lesson plans for every subject (Honours, General & Compulsory), including distribution of the syllabi among the teachers, enabling the teachers and the taught to prepare themselves for the lectures (including revision) and examinations.
- The progress is regularly monitored by the Head of the Department to facilitate effective curriculum delivery and transaction of the Curriculum provided by the affiliating University.
- Syllabus have provision for ICT related/oriented courses in Computer Science, Mathematics, Physics and Commerce and efforts are made to sensitize and create awareness of the need for ICT in education by the other departments. Some class rooms of the College building are furnished with audio system. Computer and Internet access is also provided to all departments so that faculty members can keep themselves updated in their respective subject.
- Courses in all the subjects offered by the College have been updated and made relevant in consonance with the University curriculum (both theoretical and practical components) which ensure the development of practical skills based on theoretical knowledge. Problem solving exercises, field studies/visits, case studies, surveys and excursions including industrial visits, hands-on experience, and project works ensure skill development in relevant subject-areas of study.

**1.1.5 How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?**

The institution constantly keeps in touch with its affiliated university. Regular formal and informal meetings are conducted throughout the academic sessions to keep abreast with the latest trends in their fields of study. Professors from the University, adjacent institutes and subject experts are invited for discussions, workshops and for professional interactions with the faculty members. Internal Quality Assurance Cell includes experts from Industry and Research Bodies as Special Invitees.

**1.1.6 What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Boards of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.)**

The College cannot design the curriculum, being a college affiliated to the Sambalpur University. The curricula are framed by the UG Boards of Studies of different subjects and approved by the Academic Council of the University. The institution has to abide by and follow the curriculum designed by the University. Some faculties of our college are selected as the members of such University committees.

1) Dr. P. Majeji – Member board of studies – Sambalpur University
2) Mrs. Sushama Mohanti - Member board of studies – Sambalpur University

**1.1.7 Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.**

No

**1.1.8 How does institution analyse/ensure that the stated objectives of curriculum are achieved in the course of implementation?**

- The main mission of the institution is to impart higher education to all sections of the society of the surrounding area irrespective of caste, creed and gender. The College provides ample opportunities particularly to the weaker and economically backward class. The College has provided relevant courses of three streams +3 Arts, +3 Commerce and +3 Science which can develop skills or practical knowledge.

- The feed-back is taken from students and concerned persons like parents of the students, alumni and others. Based on this feedback, valuable suggestions are made to the teaching faculty, as well as Boards of Studies of different departments. Academic-result-graph over the years (academic sessions) also depicts the picture. Views of people related to this institution also contribute significantly in this sphere. The views of teaching faculty at the College level have a considerable weightage in this regard.

- The College constantly endeavours to develop the overall personality of the students through various extracurricular activities such as sports, cultural programmes and health-awareness projects. The College undertakes many extension activities besides the teaching and learning process. The College fulfils its social obligations by conducting some community-oriented programmes under NSS program every year.

# <u>REPORTS</u>

# <u>ALL INDIA SURVEY ON HIEGHER EDUCATION</u>

Reports of All India survey on higher education, Ministry of Human Resource Development, Govt. Of India were submitted successfully for the session 2011-12, 2012-13, 2013-14 & 2014-15 by the Nodal officer Dr. G. Dixit.

# ACTIVE CITIZENSHIP PROGRAMME (ACP)

An Active Citizenship Programme sponsored by Odisha Govt., Dept. Of sports and youth service was held on 23$^{Rd}$ September 2015 in 02 sessions, where 319 students participated. Conclusion of the program was "Seminars & Workshops are other alternatives to engage the teacher and staff in this goal."

# SELF DEFENCE

Self Defence Cell was introduced in the college in the year 2014-15 under the supervision of 02 teaching staff and PET. In this year160 students were enrolled successfully and were trained by 02 trainers deputed by L. N. College, Jharsuguda. In the year 2015-16 the number of enrolment is increased to 250 and the training is successfully in progress.

# SPORTS REPORT

College Annual, Athletic Meet – 2012-13
Champion: - Sobhanetri Singh  +2 IInd Year Arts.
Runner's up: - Namita Tirkey +2 Ist Yr. Arts.

**2012**
Sobhanetri Singh +2II nd Yr. Arts participated in the District Level "PYKKA" women sports selection held at OSAPII Battalion playground, Jharsuguda on dt.13.10.2012. She was selected in 'Khokho' and participated in the state level 'PYKKA' women sports competition 2012-13 which commenced on dt.11.11.2012 to 14.11.2013 at *' Subarnapur'*

**16$^{th}$ District Athletic Meet 2012.**
      15 student of the college participated in the 16$^{th}$  district Athletics meet 2012 which was held from dt. 13.12.12 to 15.12.12 at wireless ground Rly. Colony, JSG . The following students of the college have secured position as details mentioned below.

| | | | |
|---|---|---|---|
| 1. Sobhanetri Singh | +2IInd Yr. Arts | Javeline Throw | 1$^{st}$ |
| 2. Kalyani Magar | +3 Ist Yr. Arts | Discus Throw | 3$^{rd}$. |
| 3. Sulochana Behera | +3 Ist Yr. Arts | Discus Throw | 3$^{rd}$ |
| 4. Pujarani Samal | +2II nd Yr. Arts | Javelin Throw | 3$^{rd}$ |
| 5. Rashmi Rekha Toppo | +2I st Yr. Arts. | Putting the shot | 1$^{st}$ |
| 6. Dipti Behera | +2 Ist Yr. Arts | Javelin | 2$^{nd}$ |

# 17<sup>th</sup> District Athletic Meet 2013.

8 students of the college participated in the 17<sup>th</sup> District Athletic Meet 2013 which was held on dt. 17.12.13 to 19.12.13 at wireless ground, Rly Colony, Jharsuguda.

The following students of the college have secured position as details mentioned below.

1.  Sobhanetri Singh +3 Ist Arts Javelin throw 1<sup>st</sup> .
2.  Dipti Behere +2 IInd Yr. Arts Javelin throw 2<sup>nd</sup> .
3.  Rashmi Rekha Toppo +2 IInd Arts. Putting the shot 1<sup>st</sup> .

## SPORTS

Annual Athletic Meet 2013-14

Champion- Sobhanetri Singh ,+3 st year Arts.
Runner's up – Namita Tirkey, +2 2<sup>nd</sup> year Arts.

## 2013-14

Sobhanetri Singh +2II nd Yr. Arts participated in the District Level "PYKKA" women sports selection held at P.K.S.S. Jr. College H. Katapali on dt. 27.10.2014. She was selected in 'Khokho' and participated in the state level 'PYKKA' women sports competition 2013-14 which commenced on dt. 04.11.2014 at *Dhenkanal.*

**Annual Athletic Meet 2014-15 (Out Door)**
Champion – Sobhanetri Singh, +3 IInd year Arts.
Runner's up – Manjulata Sahu, +2 IInd year Science.

**Indoor Game**
Chess- Champion – Khusboo Singh, +2 Ist year Science.
Carrom – Champion – Neha Agrawal +3 III rd year Arts.

B Saini Ambika +3 Ist year Arts participated in a National Competition SGFI 2015 at *"Ranchi"* on 29.09.2015 and 30.09.2015 and won silver medal. She also participated in the state level women sports in the discipline of Athletics competition for 2015-16 at *"Kalinga Stadium"* Bhubaneswar from 15.11.2015 to 18.11.2015 and won on silver and one Bronze medal.

B Saini Ambika +3 Ist year Arts participated in the National Competition 2015 at *Jammu and Kashmir* participated in Discus Throw and putting the shot and won two gold medals.

**Annual Athletics Meet 2015-2016**
Champion – B. Saini Ambika  +3 I st yr. Arts
Runner's up – Sonia Buda - +3 IInd Yr Art

**Indore Game**
Chess Champion -  Latika Agarwal +3 IIrd Yr. Sc.
                              Khusboo Singh +2 II nd Yr. Sc.
Carrom Champion – Latika Agarwal +3IInd Yr. Sc.
                              Swagatika Pradhan +3 IInd Yr. Sc.
                              Khusboo Singh  +2 IInd Yr. Sc.
                              Shehena Ali +2 Ist Yr.Com.

# PARENTS TEACHER ASSOCIATION

The College is able to conduct Parent-teacher meet time to time to discuss about the progress of the students.

Resolution taken in the Parents - Teachers meeting conducted under the chairmanship of the Principal.

1.	Regular attendance in the class is must.

2.	75% of attendance will be seriously viewed. If less than 75% student will not be allowed to fill up the forms for examinations.

3.	Dress code is to be strictly followed
	a) No Leggings, Patiala and churidar only salwar.
	b) No full sleeves.
	c) No deep low necks
	d) Length of the Kurta should be below the knees.
	e) Chunni must be pinned up properly.
	f) Wrapping up of face with stole and dupatta is not allowed.
	g) No lip stick, no fashion, no trendy hair style.
	h) If uniform is already prepared, alter according to the instructions.

4.	MOBILE PHONES ARE STRICTLY BANNED.

5.  Mobile phones in any condition will be seized and disciplinary action will be taken against the students.

6.  Mobile phones will be allowed only to the students, coming out of Jharsuguda with special undertaking signed by the parents. In this Matter parents should personally come and meet the Principal.

7.  Students should leave the campus only after the completion of their classes according to the time table.

8.  During the leisure, they are advised to seat either in the Common Room or Library.

# N.S.S  REPORT

There are two units of N.S.S wings in the college having 100 volunteers. The volunteers are very much active. They have been participating in various camps in the college and outside the campus too. Many of our volunteers attended Inter college camps (district level), Dist and state level competitions like quiz, debate, poster writing, slogan writing etc.

Ms. Sweta Srivastav has got the golden chance to parade in Republic Day camp in Delhi in 2014. Ms. Priyanka Priyadarshini and Ms. Reena Das had to Ahemedabad (Gujrat) and Ludhiana (Punjab) respectively to perform cultural activities in Youth Exchange programme at national level.

Programme officers for N.S.S wing are –Dr Meena Soni, Lect in Hindi and Mrs. N.V Jyothikumari, Lect in Commerce. Performance and dedication of Dr Meena Soni has been recognized and she was selected as District programme officer (N.S.S), Jharsuguda by govt of Odisha .She was also selected as a member of University level Advisory Committee in Sambalpur University. She is a member of Dist. level PC-PNDT-Advisory Committee.

She has been participating many  camps ,(Manali,Chilka) national level ,state level and district level programmes from time to time .She was the Co-Coordinator of IYDD (Intrigrated  youth development programme )for three district  (Jharsuguda, Sambalpur ,Deogarh) which was held in Homeopathic Medical College ,Majhi Pali.

N.S.S Wing is active and organized special camp for 7 days at Jamidar pada  and Chhatriakanta (Adopted village N.S.S ).There is a very good relation and bond between the P.O.S and volunteers. N.S.S helps the volunteers for their

personality development and to be good citizens of India. Their service towards the nation would help them in their future life.

## Cultural Profile of the College

| Cultural Society | 2013-14 | 2014-15 | 2015-16 |
|---|---|---|---|
| Chairman | Dr. B. K. Mohapatra | Dr. P. Majeji | Mrs. B. Kour |
| Cultural In-charge | Mrs. S. Mahanti | Dr. P. Majeji | Dr. B. Dash |
| Members (Teaching staff) | Ms. B. Tripathy Mrs. L. Goswami Mrs. K. Mishra Mrs. S. Dash Mrs. K. Bhoi Dr. J. Mishra Dr. V. Ramalakshmi Mrs. I. Bakshi | Mrs. S. Mahanti Ms. B. Tripathy Dr. S. Dash Dr. J. Mishra Dr. B.L. Bohidar Dr. M. Soni Mrs. K. Mishra Mrs. I. Bakshhi | Mrs. S. Mahanti Mrs. K. Mishra Dr. V. Ramalakshmi Dr. J. Mishra Dr. M. Soni Dr. S. Dash Mrs. L. Goswami Mrs. I. Bakshi |
| Members (Students) | Radha Sha Sweta Srivastav Rajlaxmi Mishra Diptimayee singh Tista Padhee | Deepa Saraf Kripa Thapa Mitaly Sethi Kiran Buda Nasreen Bano | Suman Ramdas Puspalata Gupta Arati Patel Punam Gupta Anjana Shrestha |
| Dramatic Society | Geeta Jaiswal Salma Khatun Ruby Sahu Duleswari Meher | Laxmi Singh Tejaswi Thapa Sulochana Behera | Arati Patel Arzoo Agrawal Chandni Maharana |

| | Mitaly Sethi | Harikala Thapa<br>Sonia Gharti | Geeta Kumari<br>P. Saraswati |
|---|---|---|---|

| Events | 2013-14 | 2014-15 | 2015-16 |
|---|---|---|---|
| | 1. Debate<br>2. Ex-Tempore<br>3. Poem Writing<br>4. Essay Writing<br>5. Story Writing<br>6. Poster Writing<br>7. Story telling<br>8. Biography writing<br>9. Mehendi<br>10. Best out of waste<br>11. Rangoli<br>12. Flower arrangement<br>13. One act play<br>14. Mime Show<br>15. Quiz<br>16. Cooking | 1. Debate<br>2. Ex-Tempore<br>3. Poem Writing<br>4. Essay Writing<br>5. Story Writing<br>6. Poster Writing<br>7. Story telling<br>8. Biography writing<br>9. Mehendi<br>10. Best out of waste<br>11. Rangoli<br>12. Flower arrangement | 1. Debate<br>2. Ex-Tempore<br>3. Poem Writing<br>4. Essay Writing<br>5. Story Writing<br>6. Poster Writing<br>7. Story telling<br>8. Biography writing<br>9. Mehendi<br>10. Best out of waste<br>11. Rangoli<br>12. Flower arrangement<br>13. One act play<br>14. Mime Show<br>15. Quiz<br>16. Cooking Competition<br>17. Cooking fest |

| | Competition<br>17. Cooking feast | 13. One act play<br>14. Mime Show<br>15. Quiz<br>16. Cooking Competition<br>17. Cooking fest | |
|---|---|---|---|

<div align="center">

2013-14
</div>

| | | |
|---|---|---|
| 15<sup>th</sup> August Debate Competition | - | Rajlaxmi Mishra<br>Mitaly Sethi |

15<sup>th</sup> August Debate Competition      -      Rajlaxmi Mishra
Mitaly Sethi

District Level Quiz Competition      -      Babita Rana

26<sup>th</sup> January slogan writing      -      Sweta Srivastava

26<sup>th</sup> January Painting      -      Sweta Srivastava

National Level cultural feast held at Ludhiana      Reena Das
State Level Adventure Camp at Chilika      Diptimayee Singh

<div align="center">

2014-15
</div>

15<sup>th</sup> August Debate Competition      -      Rajlaxmi Mishra

26<sup>th</sup> January slogan writing      -      Rozy Khatun

26<sup>th</sup> January Painting      -      Rozy Khatun

State Level Adventure Camp at Chilika      Swagatika Pradhan
     Kiran Buda
     Kripa Thapa
     Sweta Srivastava
Odishi Dance at Hydrabad      Priyanka Priyadarshini

Debate Competition at Kalinga Stadium, Bhubaneswar - Rajalaxmi Mishra

15<sup>th</sup> August Debate Competition          -          Arzoo Agrawal
                                                                        Mitaly Sethi


RDE Selection Asam                                    -          Tejaswari Thap
                                                                        Premika Magar
National Level Adventure Camp at Rishikesh     -     Nasreen Bano

# **Hostel**

## **Saraswati & Krishna Ladies Hostel , Women's College Jharsuguda**

Establishment

**Saraswati** – 1995

**Krishna** - 2015

**Administration** – The day –to-day administration is looked after by Superintendant  and Dy. Superintendent assisted by Clerk, metron and attendants.

Source of funding – Students fee for Establishment and Mess. The mess is run by students under supervision of the Superintendant.

| | | |
|---|---|---|
| Submission of periodical | : | The superintendant reports report the college to the Principal, authorities & DHE. |
| Enrollment Procedure | : | On Merit basis student |
| Student strength ratio | | |
| | | |
| On of inmates with the | | |
| Total student of the college | : | 49:512 – 1:10 |
| | | |
| Discipline | : | Well – disciplined |
| Academic atmosphere | : | Very Good |
| Hygiene and Sanitation | : | Very Good |
| Medical attention | : | Round the clock |
| Safety & Security | : | Managed by the security staff of the Hostel. |
| Extra-curricular activities | : | Organiz |

## 1.2 ACADEMIC FLEXIBILITY

**1.2.1 Specifying the goals and objectives; give details of the certificate/diploma/ skill development courses etc., offered by the institution.**

**Goals and objectives:** Keeping in view the challenges posed by the national and global environment, the institution endeavours to equip its young students with well-developed personality by not only enhancing their academic and intellectual acumen but also polishing their talents in multidimensional activities. The College offers a wide range of course-options at the undergraduate level. Keeping in view the growing needs at state, national and global levels and considering the unprecedented need of making the environment eco-friendly, the College imparts education at undergraduate level in all branches of Arts, Commerce, and Science (Pure & Bio).

**1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? If 'yes', give details.**

The institution currently does not offer any twinning/dual degree.

**1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability.**

*Range of Core /Elective options offered by the University and those opted by the college.*

| Sl. | Degree | Subjects | Elective Combination (Any Two) |
|---|---|---|---|
| 1 | B.A Honours | Oriya<br>Hindi<br>Political Science<br>History<br>Economics | Landmarks Indian History, Indian Polity, Education, Odia, Home Science, Mathematics |
| 5 | | | English, MIL (Odia, Hindi, Alt. English), Indian Society & Culture, Environmental Studies |
| 4 | | Compulsory | |
| 5 | B. Sc General | B.Sc.in Physical Science | Physics, Chemistry, Mathematics, Biological Sc. |
| 6 | | B.Sc. Biological Science | Zoology, Botany, Chemistry, Mathematics |
| 7 | | Compulsory | English, MIL (Odia, Hindi, Alt. English), Information Technology, Indian Society & Culture, Environmental Studies |
| 8 | B. Com General | | Financial Accounting, Cost & Management, Auditing, Business Economics, Business Mathematics & Statistics, Financial Accounting, Office Management. |
| | | Compulsory | English, Indian Society & Culture, Environmental Studies |

- **Choice based Credit System and range of subject options**
  The course offered as per the syllabus prescribed by the university.

# Attached Data

# SYLLABUS

**COURSE STRUCTURE AND EXAMINATION**

A PASS STUDENT shall opt for one pass subject of 400 marks in additional to compulsory and elective papers. Each student shall have two elective subjects. Each elective subject shall consist of two papers each carrying 100 marks. Subjects with practical component shall have 75% Theory and 25% practical.

MIL -   Odia, Hindi

Pass -   Odia, Political Science, History, Education

        Home Science, Mathematics.

ARTS PASS- 1400

| FIRST YEAR | SECOND YEAR | FINAL YEAR |
|---|---|---|
| English-100 | English-II-100 | MIL/AE -100 |
| M.I .L/A.E-100 | I.S.C  -100 | Environmental- |
| Pass I-100 | Pass III-100 | Edication-100 |
| Pass II-100 | Pass IV-100 | Elective B I-100 |
| Elective B1,  A II – 100 | Elective A II -100 | Elective B II -100 |
| TOTAL MARKS:-500 | 500 | 500 |

Distribution of marks of pass subjects 200+200
PRACTICAL PASS SUBJECT

| FIRST YEAR | SECOND YEAR |
|---|---|
| Paper-I-075 | P-4 Theory-075 |
| P-II-075 | P-5 Theory-075 |
| Practical p-II-050 | p-6 Practical-025 |

# ARTS (HONOURS)1800 MARKS

An honors' student shall choose one of the following honors' subjects. Carrying 800 marks

1. History  2. Economics  3. Political Science  4.Hindi  5.Odia

ARTS (Honours) 1800 Marks.

| FIRST YEAR | SECOND YEAR | FINAL YEAR |
|---|---|---|
| English I-100 | English II-100 | Environmental Studies 100 |
| M.I.L/AE-100 | I.S.C- 100 | M.I.L/AE-100 |

| Elective AI-100 | Hones P-III-100 | Hons P-VII-100 |
| Elective AII-100 | Hons P-IV-100 | Hons P-VIII-100 |
| Hones P-I-100 | Hons P-V-100 | Elective BI-100 |
| Hons P-II-100 | Hons P-VI-100 | Elective BII-100 |
| Total-----600 | Total-----600 | Total-------600 |

## PRACTICAL HONOURS SUBJECTS

| FIRST YEAR | SECOND YEAR | FINAL YEAR |
|---|---|---|
| P-I Theory.075 | P-4 Theory-075 | P-9 Theory-075 |
| P-II Theory.075 | P-5 Theory-075 | P-10Theory-075 |
| P-IIIPractical.050 | P-6 Theory-075 | P-II-Practical-050 |
| | P-8 Practical-100 | |

QUALIFYING MARKS--- In order to clear an examination, a candidate is required to secure a minimum of 30% marks in each subject and 40% marks in each practical paper , ,and a minimum of 36 % in aggregate.

DURATION OF PAPER-  The duration of each Theory carrying 75 or 100 Marks shall be of three hours 2 practical papers carrying  50 marks shall be of 4hrs and practical paper carrying 100 marks shall be of six hours.

# IX .COURSE STRUCTURE AND DISTREBUTION OF MARKS

COMMERCE

+3 ST YEAR

English

Economics

Math2 Statistics

Financial Accounting

Company law

+3 IInd YEAR

Management Accounting

Principle of Management.

Cost Accounting

Company account

I.S.C

+3IIIrd YEAR

AU

Income Tax

E.V.S

QTBM

# COMMERCE   PASS (1400 MARKS)

| FIRST YEAR | SECOND YEAR | FINAL YEAR |
|---|---|---|
| COMMUNCATIVE | I.S.C-100 | Env Std-100 |
| ENG------- 100 | PASS-4 POM-100 | Pass Aud -100 |
| B.E ----------100 | PASS-5 Cos-100 | Pass9 IT-100 |
| PASS- I F -100 | PASS-6COM-100 | Pass10QTBM-100 |
| PASS-II BCL-100 | PASS-7 MAA-100 | |
| Total marks-500 | Total marks-500 | Total-400 |

## Abbreviation Of Pass Subjects

F.A   ------ Financial Accounting
BCL ------- Business and company Law
BS   -------- Business Statistics
POM------ Principle OF Management
COS ------   Cost Accounting
COM -----   Company Account
MA -------   Management Accounting
AUD ------ Auditing
 IT     ------ Income Tax
QTBM ---- Quantitative Techniques & Business Mathematics

**1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.**

**NO**

**1.2.5. Does the College provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.**

The college is in the process of offering skill oriented programs on communicative English and to develop internet and technical skills. The college believes that these courses will help the students to get employment.

**1.2.6. Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institute take advantage of such provision for the benefit of students?**

The college as of now has no provision for combining the conventional face-to-face and distance mode of education.

**1.3. Curriculum Enrichment**

**1.3.1. Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated**

The College being affiliated to the University does not have the option of formulating its own curriculum. Still, the courses offered have their relevance to the institutional goals and objectives. The college aims to inculcate the highest intellectual standards through rigorous academic commitment and discipline. Students are inspired to aspire for higher level of academic achievement by mastering the subject chosen to study. The institution strives towards overall development of students and quality enhancement of learners through various aspects of holistic personality development, orientation programs and life skill enrichment programs conducted during their period of studies that focuses on managerial skills, communication skills, leadership qualities, analytical skills, and thinking skills. The college has practiced several methods to cater these needs such as group discussions in class rooms, quiz on subject topics etc. These are an effective way to test the understanding ability of the students on the subject. The college conducts various extracurricular activities and sports events. The faculties and students are encouraged to participate in these activities.

**1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?**

The college, being affiliated to the university, does not have the option of formulating its own curriculum. Nevertheless, a sincere effort is made to modify and enrich the curriculum to suit the intellectual requirements of students in the fast paced life through the involvement of faculty, department and other stakeholders. Personality Development classes are conducted to make students capable for the employment market.

**1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum.**

The institution has always actively responded to the momentous issues of our society and socio-political environment of the world, to integrate the cross cutting issues like gender, climate change, environment education, human rights, ICT etc. positively into the curriculum.

**Gender Sensitization**: Committed towards the all-round physical as well as mental development of girl students, Women Cell has played the active role. Different awareness programmes, comprising lectures, events, workshops and functions are conducted for fulfilling the above mentioned objectives.

For the session 2014-15 brief review of the activities is mentioned below:
- Slogan / poster competition (on water conservation and women).
- Essay competition on concern and reflection; *"Increasing crimes against women"*.
- Extension lectures (women harassment and human rights).
- One day workshop on self defence.
- Folk song competition.
- Mehnadi competition.

**Climate change**: Extension lectures on Global warming, Ozone layer depletion, and Carbon emission organized to spread the message across all sections of society.

**Environmental Education**: Environmental studies subject is taught in the university syllabus.

### 1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

**Moral and ethical values:** The value-orientated curricula of the humanities give the students opportunities of self development and lead to their awareness of self-respect, their potentialities, sincerity, honesty and hard-work. They turn to a respectable and responsible citizen in future.

**Employable and life skills:** Introduction of ICT-oriented curricula in Mathematics, Physics and Commerce promotes students' awareness towards innovation, creativity and entrepreneurship. Technological advancement and innovations in educational transactions have been undertaken to ensure skill development amongst students, enriching their learning experiences, thus meeting the Global and National demands. The practical classes in Home Science promote expertise in home making and getting jobs in social, cultural and welfare fields.

**Better career options:** B.Sc. in basic science subjects the practical-classes ensure the development of practical skills based on theoretical knowledge. Problem solving exercises, field studies/visits, case studies, surveys, industrial visits, hands on experience, and project works ensure skill development in relevant subject area of study. Thus, thrust to skills and knowledge component help in employability. U.G. Courses in Commerce have been strengthened as per global trends/needs in HRM, Marketing, FM etc. Introducing career oriented Vocational Courses, which can be pursued simultaneously with the above undergraduate programmes to encourage skill development among students to face the global requirements successfully.

**Community orientation**: For serving the community and the nation our college NSS volunteers participate in various social-welfare activities.

### 1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum.

The college takes feedback from its stakeholders in enrichment of the curriculum. This feedback mechanism includes taking feedback from the teachers, students, alumni etc. These feedbacks are analyzed and are communicated to the college management where decisions are taken to further improve the curriculum delivery.

### 1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

The Principal, with the help of IQAC members forms various committees to take care of its enrichment programmes. The conveners of all enrichment programmes conducted during the academic year present the report annually to the Principal. The institution thus, makes sure that the programmes offered and other extra-curricular and co-curricular activities bear the relevance to some important regional, global, national issue and thus, inculcate moral and

ethical values among learners. Moreover feedback from the stakeholders helps in monitoring and evaluating the quality of the enrichment programmes.

## 1.4 FEEDBACK SYSTEM

### 1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

The College cannot design the curriculum, as it is an affiliated college under the Sambalpur University. The curricula are framed by the UG Boards of Studies of different subjects and approved by the Academic Council of the University. As an affiliated college, the institution has to abide by and follow the curriculum designed by the University. However, assessment and development of information database is possible with participation of the faculty members from the affiliated colleges. Some teachers of College take active part in framing and modifying and the implementation of the university syllabi of the degree courses as members of the Board of Studies.

1) Dr. P. Majeji – Member board of studies – Sambalpur University
2) Mrs. Sushama Mahanti - Member board of studies – Sambalpur University

### 1.4.2 Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

As such there is no formal way in which feedback is taken on curriculum but, the college with its various meetings with the parents, academic peers, people from industries and students tries to take their input on the curriculum. These feedbacks if has genuine concern is communicated to the University.

### 1.4.3 How many new programmes/courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programmes?

**Opening of +3 Science (Pass) & +3 Commerce (Pass)**

**Any other relevant information regarding curricular aspects which the college would like to include.**

# No
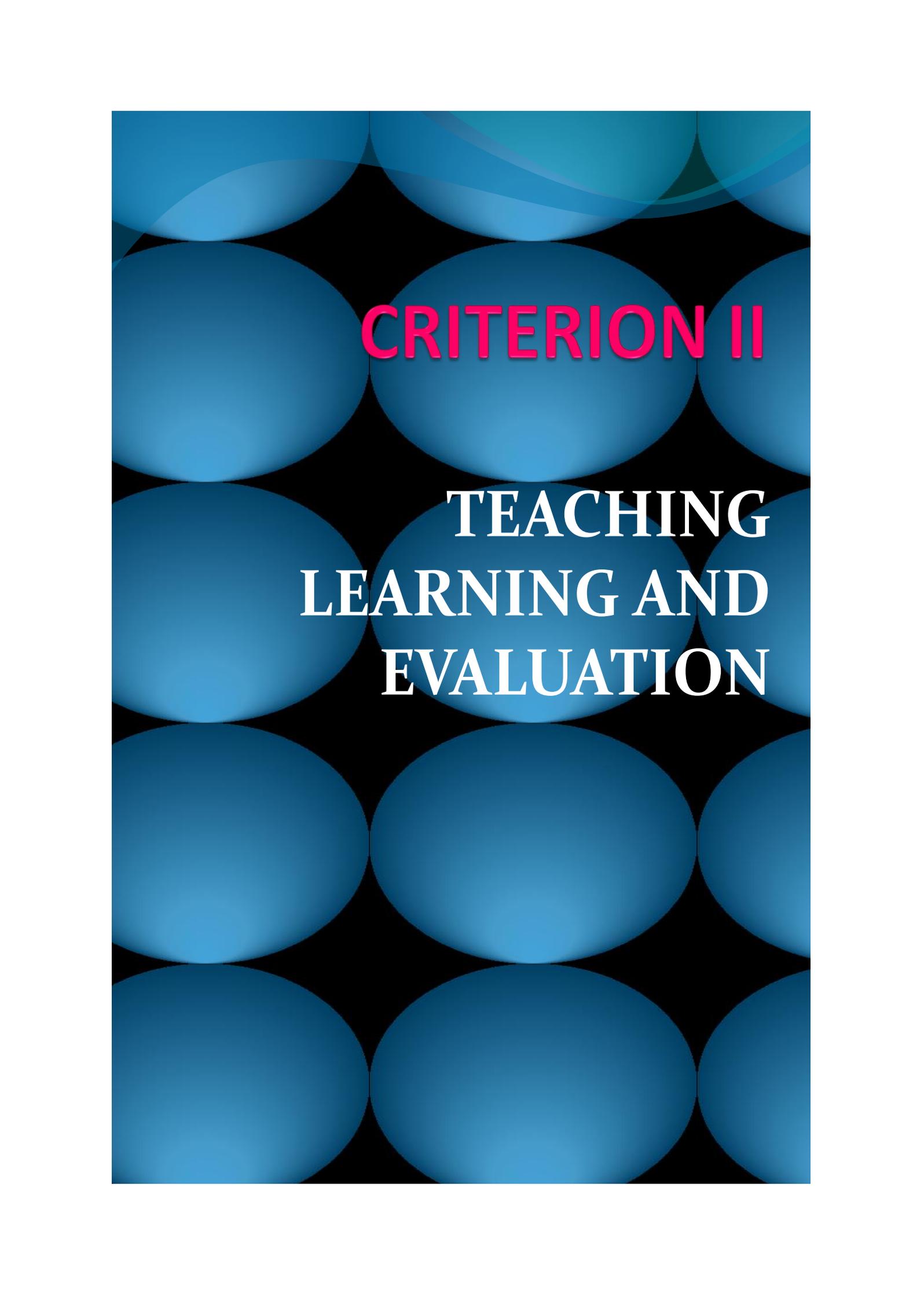
# CRITERION II

# TEACHING LEARNING AND EVALUATION

# CRITERIA II : TEACHING LEARNING AND EVALUATION

## 2.1 Student Enrollment and Profile

### 2.1.1 How does the college ensure publicity and transparency in the admission process?

**Publicity in the admission process**

College ensures publicity in the admission process by notification hosted on College website **WWW.womenscollegejharsuguda.org** to provide ready and relevant information to stakeholders regarding admission. The following information are given:

- Eligibility criteria
- intake capacity
- fee structure
- courses offered
- all admission related information
- Downloading of admission forms

The prospectus is made available to the students. All relevant information regarding the admission procedure, infrastructure, fee & scholarships, various activities of the college, achievements of the students in academic as well as sports and other activities is conveyed through the prospectus.

The admission notification, hosted in the website, is also displayed on the College notice boards, providing detailed and related information about the process of admission.

**Transparency in the admission process**

**Admission Process**

The college has a transparent admission process. The dates of admission for various courses as per Directorate College Education guidelines are displayed on the website. Admission Notice is also notified through the newspapers. The admission process is online for UG and offline for PG. The prospectus and application form is uploaded in the college website. Application forms can be filled at Directorate College education website. With online process, students can fill the form; know the different scheduled dates and deadlines, necessary eligibilities and requirements with unhindered and equal ease of access without any bar of time and place.

### 2.1.2. Explain in detail the criteria adopted and process of admission (Ex. (i)merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programmes of the Institution .

The college strictly adheres to the Government norms in the admission process. A selection committee consisting of the Principal and 03 members of the teaching staff and 03 members of non-teaching is constituted to look after the entire admission process. The college follows the reservation policy of the Government of Odisha and the norms prescribed by the Sambalpur University and students are admitted to the programmes according to the reservation policy. The final list of selected students is displayed on the college notice board.

**2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.**

For General courses, the cut off percentage for admission at the entry level is as prescribed by the Directorate College Education. Our mission being to provide the benefit of education to the lesser privileged and marginalized sections (SC/ST/OBC/SBC), there is no cut off percentage for admission at the entry level.

**2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?**

Yes, there is a mechanism to review the admission process and student profile annually. The Admission Committees comprising senior faculty members from respective streams & the Principal review the admission process and profiles of the students joining in the college. Category wise admissions such as SC, ST, OBC and minority students admitted and their percentage of marks in various courses are reviewed.
Review of the admission process and the subsequent analysis of the student profile help in providing equal representation from all sections of the society. Student performance record in all the fields, academic, extra-curricular and sports is maintained in the office. The students, who bring laurels to the institutions in academics, sports, extra-curricular are given bonus marks as stipulated by norms made by the university at the time of admission in the following years.

**2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion**
∗ **SC/ST**
∗ **OBC**
∗ **Women**
∗ **Differently able**
∗ **Economically weaker sections**
∗ **Minority community**
∗ **Any other**

- **SC/ST and OBC:** Reservation policies of the government are followed in letter and spirits to ensure that the strategies adopted by the government in the creation of equity and provision of access to the SC/ST and OBC applicants are implemented. Help desks are set up at the college entrance to assist applicants from the most backward sections in the admission processes.
- **Differently-able**: As per the government policy, reservations and other required facilities are provided to the differently-able students.
- **Economically-weaker sections**: Students from economically weaker sections get benefit of fee concession and scholarships on producing necessary documents. Merit-cum-means scholarship is provided to the economically weaker students.
- **Sports Personnel**: At the time of admission due consideration is given to the students with excellent sports records.

| Categories | 2012-13 | 2013-14 | 2014-15 |
|---|---|---|---|
| SC | 22 | 24 | 39 |
| ST | 17 | 29 | 39 |
| OBC | 43 | 33 | 38 |
| DISABLED | 0 | 0 | 0 |
| MINORITIES | 7 | 2 | 10 |
| GENERAL | 59 | 157 | 131 |
| TOTAL | 148 | 245 | 257 |

**2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends, i.e. reasons for increase/decrease and actions initiated for improvement.**

| Programs | No of Applications | | | | No of Students admitted | | | | Demand Ratio | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| UG | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2011-12 | 2012-13 | 2013-14 | 2014-15 |
| BA | | | | | 128 | 128 | 127 | 148 | | | | |
| BCOM | | 176 | 244 | 287 | | 20 | 59 | 34 | Due to E-Admission (SAMS) data cannot be given. | | | |
| BSC | | | | | | | 59 | 75 | | | | |

**2.2. Catering to Student Diversity**

**1.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?**

The institution caters to the needs of differently-able students by adhering to the government rules and regulations.

The college has NIL number of differently-able students as of now but it has arrangements in library such as a special sitting arrangement is provided so that they can sit and get their books and get their other queries processed. The college also has a process where special classes can be arranged for these students to help them match the other students in class when it comes to academics. During the examination the writers, as per laid down norm, are allowed to assist such physically challenged learners.

**2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.**

Yes. There is a provision for assessing students' knowledge and skills before the commencement of the programme. There are programme options available to them. The students have wide choice in selecting any programme of their interest. The institution adopts different strategies for assessing students' knowledge and skills. The assessment is done by the teacher concerned under the guidance of the HOD. The students are assessed in terms of their ability to understand, communication skills and their interest in the programme. The performance of the students in the qualifying examination is also considered for assessing the students' knowledge. In case of students who change their streams (from Science to commerce/Arts or from Commerce to Arts) then it makes more sense to give this student a special training before the starting of the session. This will also help boost the self-confidence in the student and help her fare better in the subjects. Interaction of the teachers with the students before the commencement of the teaching programme helps in understanding of the knowledge base and skills of the students. The merit and performance of students in qualifying examinations and their early career also helps in assessing the students' knowledge and skills before the commencement of the programme.

**2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?**

The college organizes orientation programs for the new students at the beginning of the session. The students who would require special kind of attention are picked and these students are tutored. To bridge the knowledge gap of the enrolled students and to enable them to cope with the programme of their choice, the following strategies are drawn and deployed by the institution:

- Slow learners are identified.
-  Bilingual explanations in classroom lectures and discussions.
- Concept clarification and problem solving exercises.
- Remedial classes are organized for such slow learners.
- Simplified versions of books are recommended to them.
- Revision of topics & special tests are conducted for them.
- Special theoretical, tutorial & practical classes are arranged by each department.

**2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?**

The women cell inspires students for empowerment socially and financially. The cell makes women students aware of the social responsibilities and gives them physical and mental support to fight against sexual harassment. The cell in association with the Rotary Club and other agencies conducts programmes on Women health and Cleanliness. The University has recently prescribed Environment Studies as a compulsory non-core paper to the students of all courses through which the students are sensitized effectively towards the issues concerning the environment. The NSS wing of the college has organised many extension activities which deal with issues such as gender, inclusion, and environment. This also helps in fostering a sense of responsibility among the students.

**2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?**

The advanced learners are identified on the basis of performance of students in tests, seminars, assignments skill development programme, group discussion, interaction of students with teachers etc. Many strategies are being used for facilitating advanced learners.

- They are encouraged to participate in seminars, workshops along with teachers.
- Motivated to take part in various competitions conducted in the college and even outside.
- The academic needs of advanced learners are also specially taken care of by the teachers concerned.
- The advanced learners are further encouraged to face the challenges posed by the present competitive world.
- They are encouraged to make use of Internet facility and news papers and magazines to update their knowledge.

**2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?**

The college has a process by which the profiles of the students are analyzed and the background of each student is identified. Admission Committee and Examination committee collect the data of academic performance of the students from the academic section. The data is analyzed and the following remedial measures are taken:
Remedial Classes for the disadvantaged sections of society and slow learners are organized. Counselling of such students is done at departmental level to resolve related problems and is motivated to pursue academics in the college. The faculties also identify these students through the daily interaction during class and also by the results of the university and class exams. Further students are divided in the proctorial groups and each group is assigned to a teacher. Through interactions in the meetings, problems related to academics and co curricular is addressed effectively. Records related to proctorial are maintained in a proper way.

**2.3. Teaching-Learning Process**

**2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)**

The college organizes the teaching, learning and evaluation schedules in the following manner:
- Academic calendar is prepared at the beginning of the year by IQAC in consultation with the principal and staff association.
- Centralized time table is prepared by the time table committee.
- Teaching plan is prepared at department level and same is conveyed to the principal.
- The distribution of syllabus among the members of the department is made at the Departmental level.
- As per the University almanac, each department prepares month–wise teaching schedule.
- The backlog syllabus is completed by taking extra classes.
- The evaluation of students is made by conducting class tests, seminars and assignments.
- The work diaries are maintained by the faculty members and these diaries are assessed by Heads of Departments and by the principal at frequent intervals.
- Syllabus completion reports are submitted to the principal at the end of each semester.

**2.3.2 How does IQAC contribute to improve the teaching –learning process?**

In tune with the goals and objectives of the college the IQAC plays a vital role in the quality enhancement and sustenance of the teaching- learning process by giving timely directions and encouragement to the faculty, staff and students in the following ways:
- Participation in the preparation of the Time tables, Academic Calendar.
- Planning the programme for conducting Extension lectures.
- Monitoring the syllabus coverage of all the departments and suggesting steps to be taken to cover backlog syllabus.
- Taking steps to create conducive atmosphere in the campus for effective teaching learning process.
- IQAC organizes workshops for faculties to□ encourage them to use ICT more and more.It also supports the organization of more seminars, workshops etc. to spread awareness on academic and social issues.
- It plans and actively participates in enhancing the infrastructural facilities in terms of space, equipment, laboratories, libraries etc.
- It also appreciates, encourages and provides support required by all staff for their quality sustenance and quality improvement in teaching, research and administration.

**2.3.3. How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?**

Right from the time a student enters the College she is guided, inspired, motivated and corrected, thereby channelizing his/her energy in the best possible manner. Learner-centric education approaches are followed through appropriate methodologies. The support structures and systems available for teachers to develop skills like academic calendar, interactive & instructional techniques like audio-visual mode of teaching, projector & computer-based teaching-learning method and smart-classroom, automated library, internet access and laboratories with modern and advanced equipments, organizing seminars, debates, lectures by experts from other colleges & Universities, Inter-departmental lecture exchange, & presentations. This is accompanied by experiential teaching like projects-based learning, Field work, surveys, experiments and practical classes, etc.

**2.3.4. How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?**

The institution nurtures critical thinking among students by conducting debate/elocution competitions on the topics related to national and international importance, social problems and Government policies like globalization, privatization etc., The College publishes its Magazine **"DRISHTI"** and an **E-Journal** named **"DRISHTI"** [www.journalwomensjsg.webs.com](www.journalwomensjsg.webs.com) to promote creativity among students in the form of articles. Guest lectures and interactive sessions are arranged. Every attempt is made by the faculty members to develop scientific spirit and values characterized by objectivity, open-mindedness, critical -mindedness and rationality. The College provides open access to educational and life-long learning opportunities by inculcating healthy habits like, discipline, leadership, entrepreneurship, etc. thereby contributing to the social, cultural, and economic development of our region. The College takes special efforts to instil and nurture creativity and scientific temper among the learners by providing opportunities for the following:
- Academic projects
- Field work / Internship
- Seminars & Power Point Presentations
- Creative Assignments viz. Story writing competition, Slogan Writing, Essay Writing Competition
- Assessment of Higher level Cognitive ability through MCQs and Quiz
- Participating in Academic activities at Regional and National level
- Organising Academic activities at Departmental and Intercollegiate Level
- Research paper presentation at the Regional / National level
- Brainstorming sessions, Panel Discussions, Group Discussions

**2.3.5. What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.**
The college has initiated the use of ICT methods like power point presentations, charts, graphs etc. This method has proved o be more interesting to the students than the regular teaching with blackboard and chalk. Every department is provided with computing facilities equipped with internet facility.

**2.3.6. How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?**

There are avenues for the teachers and students to keep pace with new developments in their subjects:

- Seminars and extension lectures are organized on regular basis by all the departments to update their knowledge. This helps them gather information about the latest developments in their fields. Seminars on current issues are organized from time to time in the college. Prominent scholars and people from corporate circles are invited to share their knowledge for the benefit of the students.
- Students are assigned various creative tasks, such as writing articles and matter for wall magazine and college magazine, interacting with resource persons during seminars, workshops etc. The students are encouraged to present seminars on recent developments. Such interactions are mutually beneficial to the students and the faculty.
- The College library has subscribed to various journals related to different subjects. In addition to this, books and magazines are purchased by the College on a regular basis for knowledge up-gradation. Newspapers and Internet are used on daily basis to keep track of the latest advancements in a particular field.
- Keeping in mind the advancements in information technology, the College has moved ahead of its peers by using computers and internet to teach most of the subjects. The College boasts of state of the art central computer laboratory/e-class room with smart board facility equipped with internet.
- The faculty keeps pace with recent developments in their disciplines participating in national seminars, workshops, summer schools, refresher courses and orientation programmes.
- Continuous involvement in research work with teaching, as research is complementary to teaching and helps the faculty to keep pace with the recent developments in the various subjects.
- They are also invited to be Resource Persons for various Seminars & Workshops. These interactions strengthen the involvement of teachers in curricular activities, the benefits of which are passed on to the students ultimately.

**LIST OF TEACHERS ATTENDING SEMINAR AND WORKSHOPS AS RP**

| Sl No | Name of the faculty | Programme attended | Organisation | Topic | year |
|-------|---------------------|--------------------|--------------|-------|------|
| 01 | Dr. vedula Ramalakshmi | Rajbhasha Sammelan | MCL Burla | Anuvad ki samasyayein | 2007 |
| 02 | | Sanskritik Samrajyavad evam Hashiye ki awazien | NARAKAS, BBSR | Sanskritik Samrajyawad evam Stri vimarsh | 2011 |
| 03 | | Rajbhasha Hindi | KHS, BBSR | Ga kshetra evam Hindi | 2012 |
| 04 | | Rajbhasha sammelan | VISHWAMUKTI | Anuvad ki samasyayein | 2013 |

| 05 | | Rajbhasha Sammelan | VISHWAMUKTI | Rajbhasha Anuprayog | 2015 |
|---|---|---|---|---|---|
| 06 | | Rajbhasha kriyanvayan evam anuprayog | KHS Agra & Ministry of HRD Delhi | Nayi takneek evam Rajbhasha Hindi | 2015 |
| 07 | Dr. Jayashree Mishra | Gender desperity in India | Govt. Women's College, Sambalpur | Women equality and social justice | 2015 |
| 08 | Dr. G. Dixit | Teaching of chemistry : Present scenario | Bhima Bhoi College, Rairakhol | Teaching of chemistry : Present scenario | 2015 |
| 09 | Mrs. K. Bhoi | Frontiers in Life Sciences | Sambalpur University, School of life Sc. | Frontiers in Life Sciences | 2015 |
| 10 | Dr. S. Dash | Fedralizam in India | Dept. Of Pol. Sc., Sambalpur University | Fedralizam in India | 2013 |
| 11 | Dr. Meena Soni | Odia & hindi kahanio me nari ki samvedana | Odia – hindi fiction and drama – A comparative study | Odia & hindi depart of sambalpur visva vidhalaya | 1-3 feb 2012 |
| 12 | | Ramcharitra manas me tulsidas ki nari sambandit dristikon | " Tulsi or bhanubhakta! Samajik or Sanskrit paridrisya" | Nani bhatacharya samarak mahavidyalaya | 20-21 feb 2012 |
| 13 | | Hindi kahani me dalit chetana _ | "Hindi sahitya me dalit chetana",sampratik | Hindi vibhag rachi college , Rachi | 22-24 feb2012 |
| 14 | | Sambalpuri lokgito me samajik sarokar | Chhatisgarh or Bhojpuri ka bhasiya avam saskritik antrasamband | Kalyan santkotar mahavidhyalaya, bhulae nagar, durg | 4-5 march2012 |
| 15 | | Jaysankar Prasad ke upaniyaso me manviya mulya bodh | "jaysankar Prasad ke sahitya me manviya mulya bodh" | Sarkari suyamsasit mahavidhyalaya , raulkela | 11 march 2012 |
| 16 | | Jal ki samasya tatha samadhan hetu badte kadam | Jal: gaharata sankat or samadhan | Gayartri saktipitha sabhagar , vinobha nagar bilaspur (chhatisgarh) | 17-18march 2012 |
| 17 | | Odisa ke adivasi : ek parichay | "Madya bharat ki jan jatiy bhasa , 18sahitya avam sanskriti | Indra gandhi rastriyaJanjatiya visva vidyalaya | 22-23 march2012 |
| 18 | | Importance of | Dynamic of 21st | Swami sri | 19-20 dec |

| | | commmunicatio n in today's era' | century communication | swarupa nanda saraswati mahavidhayalay a | 2012 |
|---|---|---|---|---|---|
| 19 | | Adivasi jivan me visthapan: karan or nivaran | Samkalin vimars : samajik or sanskritik paridrisya | Jaynarayan visvavidyalaya, jodhpur | 10-11 jan 2015 |

**2.3.7. Detail process and the number of students (benefitted) on the academic, personal and psycho-social support and guidance services (professional Counselling/mentoring/academic advise) provided to students?**

The faculties meet the students frequently to monitor the academic progress of each student focusing mainly on the following aspects.
- Attendance of the students in the class.
- Attendance at all the half-yearly tests.
- Participation in learner-centred methods of learning processes like group discussions.
- Frequent interaction of the students with the teacher in charge during college hours/off hours and inside/outside of the classroom.
- Giving them counselling /mentoring/ advice to participate in sports and cultural and co-academic activities at university, state & national levels.

**2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faulty to adopt new and innovative approaches and the impact of such innovative practices on student learning?**

Innovative teaching methods have been adopted by the faculty to boost the capacity to learn and to teach meaningful application of knowledge to young minds. The college encourages the faculty to complement the academic system with practical skills through various teaching methodologies that extend beyond the classrooms. Various and multifarious activities in almost all the practical subjects are integrated into the academic agendas.
**Activities undertaken:**
- Power Point Presentations and use of internet to make teaching-learning more interactive and interesting.
- Field trips.
- Sociological surveys concerning social problems and Issues.
- Visits to industrial houses.
- Students are allotted topics to prepare power point presentations and class seminars are held.
- To encourage the visit to library, students are also given assignments which they complete using books from library.

**2.3.9. How are library resources used to augment the teaching-learning process?**

The Vision of the library is "**LET KNOWLEDGE GROW AND SO BE HUMAN LIFE ENRICHED**" and its Mission is **"TO PROVIDE COMPREHENSIVE RESOURCES AND SERVICES IN SUPPORT OF THE RESEARCH, TEACHING, AND**

**LEARNING NEEDS OF THE FACULTY AND STUDENT COMMUNITY"** The library, the core learning and teaching resource Centre of the college with **11,700** books. The books have been added every year. Books and magazines are purchased by the College on regular basis for knowledge up-gradation. Necessary infrastructure has been created in the library to ensure disciplined and effective use of library.

Computers with internet facility are available in the library for students and staff. They can download or copy any desired information.

The Library is open for use from 9am-4pm. And students are encouraged to make use of the library as much as possible.

**Under RUSA grant college has purchased books worth 13,00,000.00 Rupees for the college library and its around more 10,000 books.**

**2.3.10. Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.**

The college has a well sketched out plan for completing the curriculum within the time frame and calendar. If it fails to do so then measures like arrangement of extra classes for the students etc are done so that the students are benefitted and are not at loss when it comes to the completion of syllabus. Due to shortage of staff the departments face problems in completing the syllabi. The institution has recruited part-time and guest teachers to meet the staff shortage to some extent and thus help to complete the syllabi in time. The institution faces problem in the case of slow learners. By providing them remedial classes and counselling the institution overcomes the problem. The college is completely free from unnecessary political interference and consequently loss of working days caused by strikes, lock-outs and *bandhs* are negligible.

**2.3.11. How does the institute monitor and evaluate the quality of teaching learning?**
The college adopts the culture of continuous review and evaluations at departmental, faculty and at college level. The college has also introduced the system of 360 Degree feedback where the feedback is taken from 4 domains namely: Peer, Self, Principal and Student. The college monitors the quality of teaching - learning by taking feedback from the students on the coverage of syllabus, punctuality of the faculty, depth of subject taught, availability of teachers after college hours etc. The college evaluates the quality of teaching – learning on the basis of performance of students in Unit tests, Pre-final and Final examinations. A committee of Head of Departments has been established to monitor and evaluate the quality of teaching-learning.

**2.4. Teacher Quality**
**2.4.1. Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum.**
All faculty positions are filled as per the norms laid down by the Odisha Government. The college has the required number of qualified and competent teachers to handle all the courses of all departments. For certain courses, guest teachers/ professional experts are employed. To start any new programme the college sent the request to Directorate College Education. If it is

accepted by the authorities then the directorate is responsible for appointment of the required faculty.

| Highest Qualification | Professor | | Reader | | Lecturer | | Total |
|---|---|---|---|---|---|---|---|
| | Male | Female | Male | Female | Male | Female | |
| **Permanent Teachers** | | | | | | | |
| D. Litt./D.Sc. | | | | | | | |
| Ph. D | | | 0 | 01 | 0 | 07 | 08 |
| M.Phil | | | | | 0 | 08 | 08 |
| PG | | | 01 | 01 | 0 | 05 | 07 |
| **Management Staffs** | | | | | | | |
| D. Litt./D.Sc. | | | | | | | |
| PhD | | | | | | | |
| M.Phil | | | | | | | |
| PG | | | | | 0 | 07 | 07 |
| **Guest Faculties** | | | | | | | |
| D. Litt./D.Sc. | | | | | | | |
| PhD | | | | | | | |
| M.Phil | | | | | 01 | 02 | 03 |
| PG | | | | | 0 | 03 | 03 |

# WOMEN'S COLLEGE, JHARSUGUDA
## TEACHING AND NON TEACHING STAFF LIST

| Department | Qualification | Designation |
|---|---|---|
| **English Department** | | |
| 1. Mr. Lambodar Patel | M.A. | Reader |
| 2. Mrs. Balbinder Kour | M.A. | Reader |
| 3. Ms. Nibedita Patel | M.A. | Lecturer |
| | | |
| **Odia Department** | | |
| 1. Dr. Bharati Dash | M.A., Ph. D | Reader |
| 2. Mrs. Kalyani Mishra | M.A.  M. Phil | Lecturer |
| 3. Mrs. Mamata Pradhan | M.A. | Lecturer |
| 4. Mr. N. Rath | M. A., M. Phil | Lecturer |
| **Hindi Department** | | |
| 1. Dr. V Ramalakshmi | M.A. Ph.D | Lecturer |
| 2. Dr. Meena Soni | M.A., Ph.D. | Lecturer |
| 3. Ms. Diksha Dixit | M.A. M. Phil | Lecturer |
| **Political Science Department** | | |
| 1. Mrs . Renuka Pujari | M.A. | Lecturer |
| 2. Dr. Suprita Dash | M.A.  Ph. D | Lecturer |
| 3. Mrs. Sanjukta Kar | M.A. | Lecturer |
| **History Department** | | |
| 1. Ms. Gulapimayee Dash | M.A. M.Phil | Lecturer |
| 2. Mrs. T. Seetalaxmi | M.A., | Lecturer |
| 3. Mrs. H. Birtia | M. A. | Lecturer |
| **Economics Department** | | |
| 1. Mrs. Lipsa Goswami | M.A., M.Phil | Lecturer |
| 2. Ms. P. Meenakshi Kalyani | M. A., M. Phil. | Lecturer |

## Home Science Department

1. Mrs. Sushama Mahanti    M.A.             Lecturer
2. Dr. Jayshree Mishra     M.A., Ph.D.      Lecturer

## Education Department

1. Mrs. Chandrama Panda    M.A., M. Phil    Lecturer
2. Mrs. Niki Mishra        M.A., M. Phil    Lecturer

## Mathematics Department

1. Mrs. Nandini Satapathy  M.Sc., M. Phil   Lecturer
2. Ms. Beenapani Tripathy  M. Sc,  M. Phil  Lecturer

## Commerce Department

1. Mrs. N.V. Jyotikumari   M.Com            Lecturer
2. Mrs. Rajani Sharma      M.Com            Lecturer
3. Ms. Sunanda Boxi        M.Com            Lecturer
4.  Mrs. S. Rath           M. Com           Lecturer

## Physics Department

1. Dr. Rita Patel       M.Sc, M. Phil, Ph.D    Lecturer
2. Mrs. Purnima Naik       M.Sc             Lecturer

## Chemistry Department

1. Dr. Gitarani Dixit  M.Sc., M. Phil,  Ph.D    Lecturer
2. Ms. Anjum Parveen       M. Sc            Lecturer

## Botany Department

1. Dr. Bijaylaxmi Bohidar  M.Sc,M. Phil, Ph.D,Lecturer
2. Ms. Sumi Roy            M.Sc             Lecturer

## Zoology Department

1. Mrs. Kshitishree Bhoi   M.Sc, M. Phil            Lecturer
2. Ms. Nima Panigrahi      M.Sc                     Lecturer

## I.T. Department

1. Mrs. B.B. Tiwari        M.A. MCA, M.Phil    Lecturer

P.E. T.
   1. Mrs. Saroj Naik        B.A., B. B. Ed

DEMONSTRATOR

| | | |
|---|---|---|
| 1. Mrs. Majulata Patel | M.Sc., | Home Science |
| 2. Mrs. Indu Bakshi | M. Sc. | Biology-1 |
| 3. Mrs.  Padmini Patel | M.Sc., | Biology – 2 |
| 4. Mr. R. K. Satapathy | B.Sc., | Chemistry |
| 5. Bharati Sahu | B. Sc | Physics |

LIBRARIAN

1. Mrs. Susmita Sahani        Librarian

2. Ms. Jharana Sanbad        Asst. Librarian

MINISTRIAL STAFF

1. Mr. Lalit Kumar Tiwari     Sr. Clerk

2. Mrs. Bidesini Nayak        Jr. Clerk-cum-Typist

3. Mr. Bhupendra Ku. Laxmidas  Jr. Clerk

4. Mr. Dileswar Pradhan       Jr Clerk

5. Sri Aurobinda Kumar Dilla   Jr. Clerk

CLASS – IV  STAFF

1. Mr. Rabinarayan Das        Peon

2. Mr. Kulamani Dila          Peon

3. Mr. Laxman Ch. Behera      Watch-man

4. Mr. Munu Gour            Peon

5. Mr. Jaymangal Bhainsa     Science Attendant

6. Mr. Jugal Kishor Behera    Science Attendant

7. Mrs. Puspa Das           Home Science Attendant

8. Ms Durlavi Naik           Lady Attendant

9. Mr. Bimber Bhainsa        Peon

10. Mrs. Bina Sandha        Sweepress.

**2.4.2. How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.**

Faculty positions are filled by Directorate College Education by means of posting/transfer. This is done on the basis of student strength/ workload which is annually evaluated at the college level. Number of positions in each subject is then made. Based on this assessment, numbers of qualified teaching personnel are provided by the Directorate College Education, by means of transfers, new postings, deputations or by providing adhoc teachers on contract. Other than that the college also has guest and part time faculties working so that the growing demand to teach new programs is met.

**2.4.3. Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.**

The institution has sent the following number of teachers for enhancing their quality through Faculty Development Programmes of UGC during the last four years.

| Sl. no | Academic Staff Development Programmes | No of Faculties Nominated | | | |
|--------|-----------------------------|---------|---------|---------|---------|
| | | 2011-12 | 2012-13 | 2013-14 | 2014-15 |
| 1 | Refresher courses | 02 | 01 | 01 | 01 |
| 2 | HRD programmes | - | - | - | - |
| 3 | Orientation programmes | - | - | - | - |
| 4 | Staff training conducted by the university | - | - | - | - |
| 5 | Staff training conducted by other institutions | - | - | - | - |

**b) Number of Faculties pursuing Ph.D and completed course work**

| Sl. No | Name of Faculty | Department | Status |
|--------|-----------------|------------|--------|
| 01 | Dr. B. L. Bohidar | Botany | Completed |
| 02 | Dr. Meena Soni | Hindi | Completed |

**c) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technologies for improved teaching-learning**

Computer Literacy Program for the faculty

**d) Teaching learning methods**
The college organizes ICT training for the faculties so that they are not left behind when it comes to technology and its usage. The college has also arranged for computers that can be used by faculties for their study and also to find the new methods that are effective in teaching-leaning. The college also encourages the faculties to take part in seminars and conferences.

**2.4.4. What policies/systems are in place to recharge teachers? (e.g.: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)**

The college administration strives to promote professional development of faculty by:
- Encouraging the faculty to attend General Orientation Courses, Refresher Courses, Training Programmes and Workshops
- Organizing national /international seminars on crucial issues
- Granting Leave for attending national/ international Seminars organized by the reputed institutions
- Granting Study leave to the faculty for pursuing Ph.D.
- Encouraging faculty to apply for research grants
- Organizing Guest lecturers in various upcoming areas in different disciplines for faculty
- The college also has infrastructure to host seminars and conferences.

**2.4.5. Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.**

**Dr. Jayshree Mishra**
   (a) Expert Panel Member at All India Radio

**Dr. Vedula Ramalakshmi :**
a) Resource person at Dr. Baba Saheb Ambedkar Marathwada University, Aurangabad
b) Qualified National Trainer on soft skills from Junior Chamber International
c) Qualified Inter National Trainer of soft skills from JCI University USA
d) Trained more than 10,000 professionals including CAs, Doctors, Business men, entrepreneurs, Professors, teachers and students from 10 states
e) Delivered motivational lectures for reputed organizations
f) Gives running Commentary for the famous Jagannath Rath Yatra from Puri
g) Expert panel member of DD Odia, DD Bharati and DD National

**Dr. Meena Soni**
a) Recognised as Ph.D. Guide for Hindi from Sambalpur University
b) Recognised as Ph.D. guide from J.J.T University, Mumbai.
c) Sahitya Bhusan Samman from Akhil Bharatiya Sahitya kala Manch, Muradabad, Utter Pradesh
d) Acharya Hazari Prasad Dwiwedi, Rastriya Samman by Bilashpur Sahitya Sanskruti and Govt. Of Chhatisgarh, Bilaspur
e) Rastriya Samman from Akhil Bhratiya Vikalang Chetana Parisad Raipur.

## 2.4.6. Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching learning process?

The college has adapted an online process called 360 degree feedback. In this process the feedback is taken from 4 domains namely: Principal, Peer, Student and Self. The college has the practice of evaluating teachers by taking feedback from the students in a prescribed format, which contains a questionnaire on the coverage of syllabus, punctuality of the teacher, depth in the subject taught, availability of the teacher after college hours and relevance to the topic.

The evaluation of teachers is also done on the basis of performance of students in unit tests. The feedback which is collected from the students is analyzed by the principal. The assessment made by the principal based on the student responses is invariably passed on to the teacher for improvement.

## 2.5. Evaluation Process and Reforms
## 2.5.1. How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?

The college structures the academic calendar at the beginning of the session. This calendar that is prepared has all the information about the tests, internal assessments and exams that are to be conducted for that session. For university examinations, the model question papers and question papers of previous examinations are made available to the students in the college library. The question paper pattern is discussed in the classrooms and copies of schemes of valuation are shared with the students to acquaint them with the expected answers. For internal assessment assignments, the criteria of evaluation are explained clearly before and after the assignment in the class. Display boards are used for informing students about the award of internal assessment, schemes of evaluation, dos and don'ts during theory and practical examinations. Apart from the University examinations, class tests by the concerned subject teacher, pre-final examinations and practical examinations are the main procedures of institutional evaluation. The college also helps the students to score better in the exams by showing them their answer scripts of the tests and internal assessments. This practice helps the students to understand where they stand in academics and ways to improve. The college also conducts meetings with parents to tell them how their wards are performing in the academics and other activities. These practices have been helpful in fetching good results to the college.

**2.5.2. What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?**

Detailed information about the process of examination and the Examination schedule is given in the Prospectus from the time of their admission in a course and also in the Academic Calendar at the beginning of a session.

According to University Rule, a U.G. student has to get 75% attendance to qualify for the final examination. This criterion is well publicized through prospectus, press notes and website. The attendance of students is periodically reviewed at the end of every term and students who report shortfall are informed through notices and letters.

Faculty members as a part of their duty, take term tests at end of every term in order to encourage the students to be regular in classes, work hard and give better performance in annual examinations and also to identify weaker students needing special attention.

To check the use of any unfair means in the final examination the supervisory staff on duty is put on flying/supervisory duties in other college at random.

**2.5.3. How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?**

The college follows the effective evaluation by the university.

The college also has its own initiated processes. The faculties are periodically called for teachers council meetings. In these meetings the methods to further improve the curriculum delivery and teaching-learning processes is discussed. The new methods discussed are implemented so that the students are benefitted and academic score for the college also boosts up.

In the case of internal examination also, the broad pattern is prescribed by the University and the Colleges are expected to follow the pattern. A faculty member normally one of the members of the examination committee of the College links the University and the College in examination matters and keeps track of all the developments in the University's examination operations. Internal exams are announced early enough and the examination committee collects question papers from the teachers on a prescribed date. Internal evaluation is made based on prescribed norms given by the University. Grades and internal marks allotted by the teachers are checked by the HOD and sent to the University on the prescribed date and in the prescribed format, after being displayed on the notice board for verification by the students.

**2.5.4. Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.**

Evaluation is a continuous process where in student achievement can be measured at various levels. The student is evaluated by the teacher internally at the institutional level and externally by the University. Different evaluation approaches are being adopted by the College to measure student enrichment. Teacher evaluates students through tests, assignments, seminars, class room presentations etc.

The college adopts Formative and Summative evaluation approaches to measure student achievement in a programme. Formative evaluation is conducted through assignments, quiz, field trip reports, seminars, term papers and practicals. Summative Evaluation is conducted through term tests and final university examination.

These help the students to score better in the actual exams. These practices are found to be helping in improving the results of the college.

**2.5.5. Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the student results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.**

The college monitors the performance of the students through University TR (Tally Register) received by the college after the exam results are published by the university.

**Monitoring of the progress of the Students is done by:**
- The institution monitors the progress and performance of students throughout the duration of the course/programme through classroom lectures and internal (Class tests, Unit tests, Half-yearly, Annual and Test examinations) assessment method.
- Attendance of Students: Strict vigilance on attendance is kept, attendance registers are checked regularly, and students who are falling short in attendance are contacted personally and if necessary their parents are also informed.

**The progress of the students is communicated to the students and their parents by:**
- Student – Teachers Interaction in the class and outside the class take place.
- The Examination and Result Sub-committee meets and reviews the performance of students in Class Tests, Annual Examination & University Examinations and communicates the progress and performance of students throughout the duration of the course/programme through communication to students and parents through correspondence.

| Year | Program BA | No of Students Appeared | No of students Passed | Percentage |
|---|---|---|---|---|
| **2011-12** | 1st | 98 | 74 | 72% |
| | 2nd | 72 | 44 | 61% |
| | 3rd | 56 | 48 | 85% |
| **2012-13** | Ist | 117 | 49 | 41.88% |
| | 2nd | 96 | 66 | 68.75% |
| | 3rd | 72 | 59 | 81.94% |

| | | | | |
|---|---|---|---|---|
| **2013-14** | **Ist** | **117** | **55** | **47%** |
| | **2nd** | **111** | **64** | **57.65%** |
| | **3rd** | **91** | **55** | **60.43%** |
| **2014-15** | **Ist** | **142** | **79** | **55.63%** |
| | **2nd** | **112** | **55** | **49%** |
| | **3rd** | **75** | **47** | **62.66%** |
| **2014 - 15** | **B. Com. Final** | **17** | **06** | **39%** |

### RANKHOLDERS

**HINDI**
a) 2012 – Neelam Soni – University Topper
b) 2012 - Pratibha Pandey – University 2nd
c) 2012 – Girija Bai Sharma – University 4th Rank
d) 2012 – Rujita Tiwari – University 5th Rank
e) 2012 – Samata Yadav – University 6Th Rank
f) 2014 – Bandana Chouhan – University 5th Rank
g) 2015 – Chanchal Ku Sha – University 3rd Rank

**ODIA**
a) 2012 - Sanjukta Jaipuria – University 10th Rank

**POLITICAL SCIENC**
a) Arati Sahu, 6th position – Sambalpur University (2013-14)
b) Rajlaxmi Mishra, 4th position – Sambalpur University (2014-15)

**HISTORY**
a) Raj Kishori lakra, 1st Class with Dn- Sambalpur University (2014)
b) Sweta Kumari , 4th Position  - Sambalpur University (2015)

**ECONOMICS**
a)  Ms. P. Meenakshi Kalyani – University 2nd position

**2.5.6. Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.)**

The college is affiliated to the University and there is not much scope for ensuring assessment and evaluation but the college has a process where the answer scripts of the internal assessments are shown to the candidates who ask for it. This process helps the candidates to know the mistakes they have done while answering and rectify them before the actual exam.

**2.5.7. Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If yes provide details on the process and cite a few examples**

Yes, the institution and individual teachers use the following assessment / evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning:
- Marks in internal exams
- Classroom performance
- Behavioural aspects
- Communication skills
- Activities and performance in NSS, Sports, Cultural activities
- Certificate/book/kind reward received by students for good performance

**2.5.8. What are the mechanisms for redressal of grievances with reference to evaluation both at the college and university level?**

The institution has a standard but yet transparent process where the students have the liberty of asking for the corrected answer scripts and getting it re-corrected if they feel any discontentment in the score given by the faculties. The students can also talk to the respective HOD's of the department if any other issue occurs or if there is any grievance with respect to evaluation not redressed by any faculty.

**2.6. Student Performance and Learning Outcomes**
**2.6.1. Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?**

Yes, the college has clearly stated the learning outcomes for all of its programmes.
- The syllabus of every subject and topic has a pronounced learning outcome.
- All the students are given the copy of the syllabus at the commencement of classes every semester so that they are made aware with the learning outcomes.
- Teachers' lesson plan is given to the student which elaborates on the learning outcomes.

**2.6.2. How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?**

The teaching, learning and assessment strategies of the institution are structured to facilitate the achievement of the intended learning outcomes through:
- Well-equipped laboratories
- Well-equipped library
- Spacious, well-ventilated classrooms
- Audio-visual teaching aids
- Class tests, written assignments, unit tests, group discussions & interactive sessions Mid-term and Test Examinations.

**2.6.3 What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality jobs, entrepreneurship, innovation and research aptitude) of the courses offered?**

- The College laboratories and libraries help the students inculcate innovation by allowing them to explore and experiment innovatively.
- The College magazine ***Drishti*** provides them platform to give expression to their innovative and creative flight.
- The College organizes industrial visits and interactive talks delivered by industrial executives to instil entrepreneurship amongst students.
- The College NSS Wings regularly organize programmes to enhance the social relevance of the courses.
- Organizing seminars, project work and counselling on curriculum and employability options for students.
- The curriculum for Science, subjects compulsorily has the theoretical components as well as relevant practical components. The practical-classes ensure the development of practical skills based on theoretical knowledge. Problem solving exercises, field studies/visits, case studies, surveys, industrial visits – hands on experience, and project works ensure skill development in relevant subject areas of study. Thus, thrust to skills and knowledge component help in employability. Soft skill development (communication skills, basic computer skills), ensure overall personality development. Exposure of students to career opportunities, entrepreneurship is a part of curriculum design and development to ensure employability.
- Arts, Commerce & Social Science subjects have relevant topics suited to global trends (e.g. WTO, Environment, Human Rights, Internal Security, Leadership, Geriatrics, NGOs, Decentralization, Population Studies, Gender Studies subjects) and have relevant thrust towards communication skills, report writing and skills, computerization components, translation and so on.

**2.6.4. How does the institution collect and analyze data on student learning outcomes and use it for planning and overcoming barriers of learning?**
The institution after conducting its tests and other internal assessments analyse the results. These results are used to identify the students who are weaker in academics. These identified students are helped by providing extra classes whenever necessary.
The college also provides remedial coaching and tutoring for the weak students.

**2.6.5. How does the institution monitor and ensure the achievement of learning Outcomes?**
The College monitors the achievement of learning outcomes through IQAC and Academic Sub-Committee which ensure the achievement of learning outcomes by:

- Finding slow and advance learners and making policies to improve their learning outcomes
- Conducting class tests.
- Holding class discussions.
- Organizing seminars
- Taking remedial classes
-  Laying stress on written assignments
- Taking feedback from students

**2.6.6. What is the graduate attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?**

The College tries to enable the students to mould their personality by developing their talents and skill. All the faculty members of the institute are also aware of their responsibilities and obligations to the society and nation. They work hard to impart moral, cultural, intellectual, social and spiritual knowledge among the students. All the activities of the institute bear some social, cultural, moral, spiritual or national relevance. The College strives to make the students responsible citizens of the nation. Such efforts of the College have resulted positively which is reflected in the quality of the alumni and their achievements. The college also believes in the overall development of the student because of which the students are encouraged to be good in both academics and extra-curricular activities.
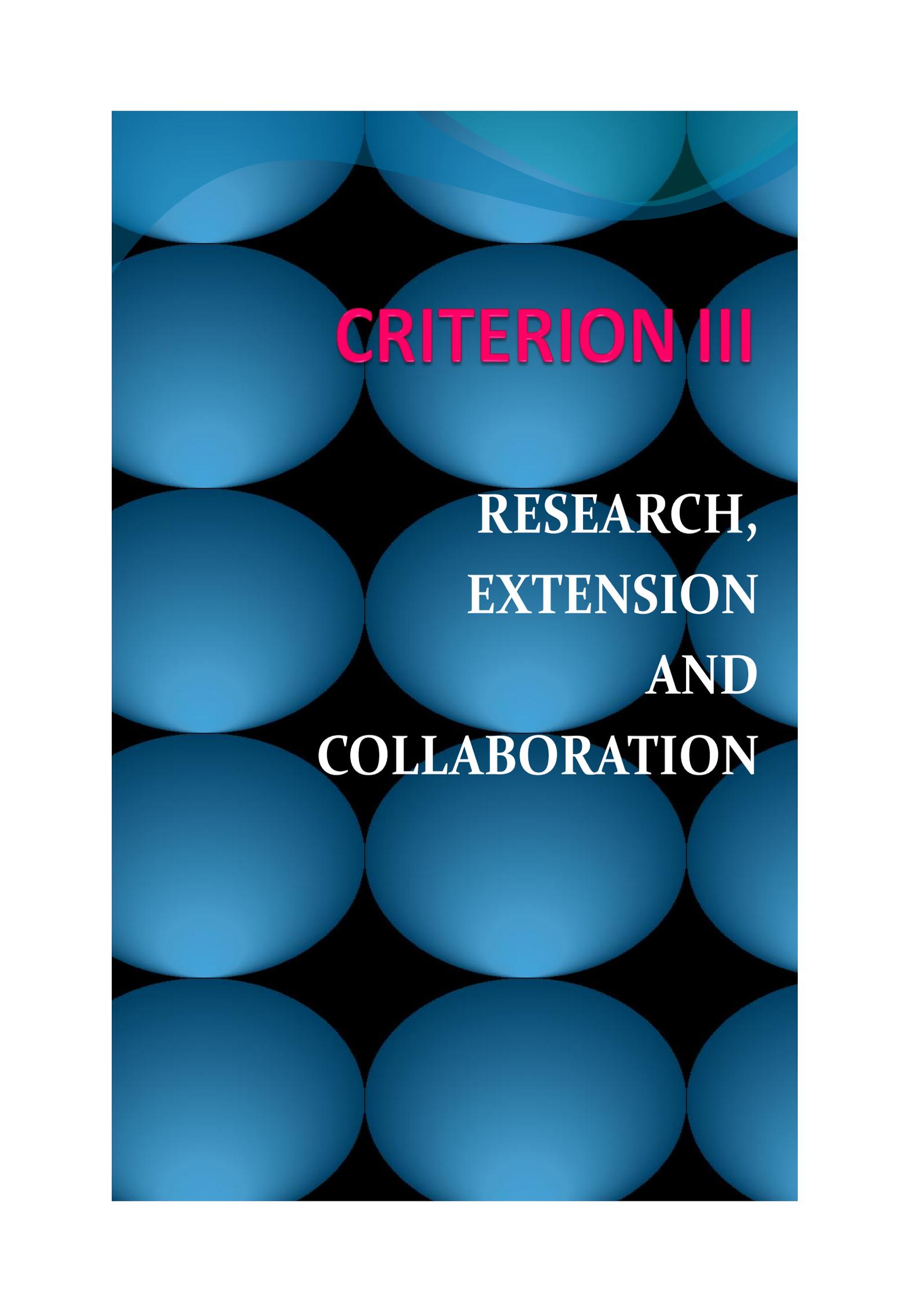
# CRITERION III

# RESEARCH, EXTENSION AND COLLABORATION

# Criterion III: Research, Consultancy and Extension

**3.1 Promotion of Research**
**3.1.1 Does the institution have recognized research center/s of the affiliating University or any other agency/organization?**
No, as of now the college does not have recognized research center. However the college has plans to have its own research center in the future.

**3.1.2 Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.**
Yes, the college has a research committee. The committee consists of the Principal as Chairman and faculty who have completed their Ph.D. as members. The committee promotes research culture among the faculty by providing guidance and support and by providing a forum for discussion.

Recommendations of the research committee:

To Create a research atmosphere in the college□□

To promote research activities among faculty members by encouraging them□□ to enroll for M. Phil and Ph. D programs and guide them in selection of topic.

To help the teachers and students to undertake major/minor research□□ projects.

To encourage the students and faculty to participate in seminars,□□ workshops and conferences.

**3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?**
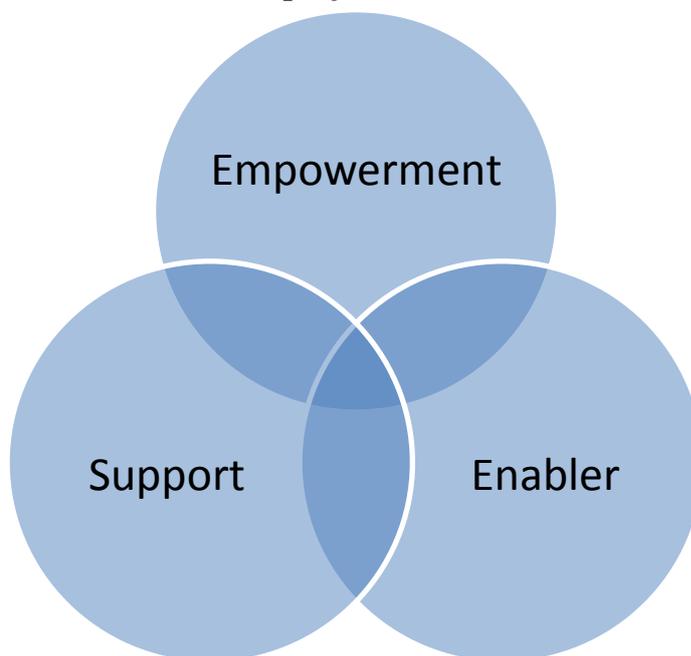


The college promotes research using ESE approach (Empowerment, Support, and Enabler)

- The college has given the liberty to the person pursuing research.
- The college also provides necessary support for these research pursuers.
- The college also has the provision of providing research pursuers with special leave when necessary, reduce their teaching load etc.
- Reference and reading facilities in the library and free internet facility.
- Sanctioning of duty leave (OOD) to attend workshops, conferences and seminars to present the papers. Providing adequate infrastructure and human resource.

**3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?**

The college encourages the students and faculties to take part in seminars, conferences etc. This practice gives rise to a scientific temper among the students as well as faculties as they spend time on preparing the material for these seminars and conferences.

**3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.**

According to UGC norms faculty who are teaching at PG level only can be the research guide. Because there is no PG in our college, faculty are deprived of getting this opportunity.

**3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.**

The college has a functioning IQAC cell. This cell strives to conduct workshops, seminars etc in the college. It also motivates the faculties to take part in these activities. The faculties are also encouraged to take up minor and major research project.

The list of Seminars conducted by the departments is given in the departmental profiles.
A state level seminar on "**Quality Enhancement of Women in Higher Education**" sponsored by NAAC was held on 22$^{nd}$-23$^{rd}$ Feb. 2013 and its report is attached here with in **Attachment 03**

**3.1.7 Provide details of prioritised research areas and the expertise available with the institution.**
The college as of now does not have a prioritised research areas and expertise available in the institution but, it encourages the faculties to take up research projects (minor/major).
The college IQAC cell also has recommended the management to help improve the research atmosphere in the college by taking the advice of the experts in industry for pursuing research.

**3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?**
The research committee has decided to invite researchers of eminence for guest lecture to the college.

The list has been given the departmental profile.

**3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?**

**Nil**

**3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).**

As of now there is no such provision.

**3.2 Resource Mobilization for Research**
**3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.**

The college does not have any budget earmarked for research as of now. However the college has plans of keeping aside some money for research activities.

**3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?**

NA

**3.2.3 What are the financial provisions made available to support student research projects by students?**

The college as of now does not have financial provisions available to support student research projects.

**3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.**

NA

**3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?**

The college has limited number computing equipments and related resources. The college has 21 computers and the faculties can access the computer in their respective department and in the library and in IT laboratory.
The following are the various equipment facilities available to the staff and students. The research facilities on the campus are – computer, printer, Library, Internet, LCD Projector, Study Room, etc., these facilities are being utilized to the maximum by the research scholars in the college.

**3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.**
No

**3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organisations. Provide details of ongoing and completed projects and grants received during the last four years.**
No

**3.3 Research Facilities**

**3.3.1 What are the research facilities available to the students and research scholars within the campus?**

The existing facilities available on the campus are as under:
- A well-furnished library□
- Computer and Internet facility in the computer□ science lab, office and library.
- LCD Projector
- Study / Reference Room

**3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?**

The college is having the following plans to be implemented.
- To sanction study leave to the faculty members / research scholars, to complete their M. Phil or Ph. D.
- Encouraging them to involve in project works, conferences.
- To submit project and research proposals to different funding agencies under Quality Improvement Programs.
- Providing free internet facilities

**3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments/ facilities created during the last four years.**

No Grants as of now.

**3.3.4 What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?**
As such, the college does not have any research facilities available to the students and research scholars outside the campus. The IQAC has also suggested the management to sign MOU's with other colleges and Universities so that research atmosphere is promoted in the college.

**3.3.5 Provide details on the library/ information resource centre or any other facilities available specifically for the researchers?**
A Wi-Fi zone has been introduced in the campus. The faculties are provided with the provision for internet usage in the campus. This facility can be used by the faculties for their study and research purpose if necessary. Further Free access to the Library on all the working days between 9 AM and 4 PM are there for promoting research ambiance inside the campus.

**3.3.6 What are the collaborative research facilities developed / created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.**
The college has a computer lab with internet facilities that can be used by the students for any research related activities or academic purposes.

**3.4 Research Publications and Awards**

3.**4.1 Highlight the major research achievements of the staff and students in terms of**
- Patents obtained and filed (process and product): NA
- Original research contributing to product improvement: NA
- Research studies or surveys benefiting the community or improving the services: Nil
- Research inputs contributing to new initiatives and social development: Nil

**3.4.2 Does the Institute publish or partner in publication of research journal(s)? If 'yes', indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?**

NO

**3.4.3 Give details of publications by the faculty and students:**

| Name of faculty | Title of the paper/book | Name of the Journal | ISSN/ISBN No | Year of publication |
|---|---|---|---|---|
| Dr. Meena soni<br><br>Lect in<br><br>Hindi | Punarnava: Ek Chir Prasangik Rachna | Hazari Prasad Dwivedi (Books) | ISBN-81-8135-050-2 | 2009 |
| | Karyalayeen Hindi aur Anuvad | | ISBN—81-88570-88-5 | 2010 |
| | Ikkisvee Sadi ke Hindi Sahitya mein Nav Vimersh | | ISBN-978-93-81317-87-7 | 2013 |
| | Odia Kahani aur Vikalanga Chetna | Khatha Sahitya mein Vikalanga Vimarsh (Book) | | 2011 |
| | Hindi Shikshan; Sabda kosh ki Bhumika | Lok Yagya<br><br>Jan, Feb & March-2012 issue` | ISSN-2249-1635 | 2012 |
| | Hindi ke Dharm Yodha: Father Kamil Bulke | Vikash Sanskruti | ISSN- 2231-5993 | 2010 |

| | | | | |
|---|---|---|---|---|
| | Ispat Yudyog aur Rastra Nirman | Vikash Sankruti | ISSN-2231-5993 | |
| | Prem chand aur Phakir Mohan ke Upanyason mein Samaj ke Badalte rup | Sodh Prabandh by Dr. Meena Soni<br><br>Publisher: Pankaj Books New Delhi | ISBN-81-8135-059-6 | 2011 |
| | Sahityakar<br><br>Dr Vishnu Pankaj | Editor:<br><br>Dr. Meena Soni | ISBN-978-81-86121-84-6 | 2016 |
| Dr. Vedula Ramalakshmmi<br><br>Lect in Hindi | Anahar Commissioner ki Report<br><br>Translated by Dr. Vedula Ramalakshmi<br><br>Original Story by Dr. Hrishikesh panda | Viswa Mukti<br><br>(Bi monthly Hindi journal from Bhubaneswar | | 2013-14 |

**3.4.4 Provide details (if any) of**

- Research awards received by the faculty - Nil
- Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally- 03
- Incentives given to faculty for receiving state, national and international recognitions for research contributions – Nil

**3.5 Consultancy**
**3.5.1 Give details of the systems and strategies for establishing institute-industry interface?**
**Nil**

**3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?**

The college has no stated policy to promote consultancy as of now. However the college does extend its full support if any such initiatives are taken by any faculty.

**3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?**

The institution encourages the staff to utilize their expertise and available facilities for consultancy services through.
Letters of appreciation.
Felicitation on important functions in the college.
Forwarding of names of faculty members for awards by various Government departments and NGOs

**3.5.4 List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.**

a. Most of the consultancy services provided by the institution are voluntary and free of cost mostly for the students of Women's College.
b. Competitive examination preparation and tips for facing interviews.
c. Communication skills and personality development for Graduates.
d. Yoga and Physical Education.

**3.5.5 What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?**

The consultancy services are provided by the staff members are on honorary basis and as no income are generated through consultancy, sharing of income and use of such income for institutional development does not arise.

**3.6 Extension Activities and Institutional Social Responsibility (ISR)**
**3.6.1 How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?**

The college has a National Service (NSS) wing that encourages students to take up their social responsibility in an efficient way. This wing also conducts activities that help the student to become a socially responsible entity and develop their leadership skills.

# N.S.S. Programmes of 2012-13,

| Sl. No | Programme | No. of students Participated | Name of NSS PO | Place | Date |
|--------|-----------|------------------------------|----------------|-------|------|
| 1. | State Level N.S.S. Day Celebration | 02 | Dr. Meena Soni | Kalinga Stadium | 24.09.2012 |

| 2 | State level adventure camp, Chilka | 02 | Dr. Meena Soni | I.N.S., Chilka | 01-11-12 to 04-11-12 |
|---|---|---|---|---|---|
| 3 | Dist. Level Quiz, Poster, Slogan, Competition well done | 100 | Dr. Meena Soni | Women's College, Jharsuguda | 10.01.2013 |
| 4 | State level quiz Competition | 02 | | Kalinga Stadium, Bhubaneswar | 24.01.2013 |
| 5 | Winter vacation special camp | 55 | Dr. Meena Soni, Mrs. N.V. Jyoti & other staff member | 'Chhatrikanta' and Jamidarpada, JSG | 22-12-12 to 28-12-2012 |

# N.S.S. Programmes of 2013-14,

| Sl. No | Programme | No. of students Participated | Name of NSS PO | Place | Date |
|---|---|---|---|---|---|
| 1. | National voter's day celebration | 04 | Dr. Meena Soni | Kalinga Stadium, BBSR | 25.01.2013 |
| 2 | Integrated Youth Development Programme | 05 | Dr. Meena Soni | Kalinga Stadium, BBSR | 05-05-2013 to 09-05-2013 |
| 3 | Students selection for Pre R.D. Camp | 04 | | Kalinga Stadium, BBSR | 28-08-2013 to 03-09-2013 |
| 4 | Winter Adventure camp National level. | 02 | | Manali, Himachal Pradesh | 12-11-2013 to 21-11-2013 |
| 5 | Cultural Mega Camp | 01 | | Tejpur, Assam. | 11-12-2013 to 25-12- |

| | | | | | 2013 |
|---|---|---|---|---|---|
| 6 | State Youth Exchange Programme | 01 | | Ahmedabad, Gujrat | 14-12-2013 to 21-12-2013 |
| 7 | Chilka Lake Mouth expedition Camp | 01 | | I.N.S., Chilka | 29-11-2013 to 02-12-2013 |
| 8 | State level youth convention (Swami Vivekanand Jayanti ) | 05 | Dr. Meena Soni | Pour Sadan, Puri Ramkrisha Mission | 22-12-2013 |
| 9 | R.D. Selection camp | 01 | | Assam | 19-11-2013 to 28-11-2013 |

# N.S.S. Programmes of 2014-15,

| Sl. No | Programme | No. of students Participated | Name of NSS PO | Place | Date |
|---|---|---|---|---|---|
| 1. | R.D. Camp-2014 | 01 | | Sports Hostel, J.N. stadium New Delhi. | 01-01-2014 to 30-01-2014 |
| 2 | XVIIIth National youth festival -2014 | 01 | | Ludhiana (Punjab) | 12-01-2014 to 16-01-2014 |
| 3 | Selection of campus ambassador for General Election- 2014 | 01 | | (Election Officer) Sub- Collector Office, JSG | 7 days and above. |
| 4 | Pre- R.D. Selection Camp (University level) | 03 | | Biju Pattnaik Auditorium, S.B.P. University. | 16.09.2014 |
| 5 | R.D. Selection camp | 02 | | Kalinga Stadium, BBSR | Nov. 2014 |
| 6 | Inter College, Camp | 10 | | Vesaj Patel College, | 07-01-2015 to 13-01- |

| | | | | Dudka, Sundargarh | 2015 (7 days) |
|---|---|---|---|---|---|
| 7 | Pre- R.D. Selection camp (University level) | 02 | | Biju Pattanaik Auditorium, S.B.P. University | 06-10-2015 to 10-10-2015 |
| 8 | Chilka Lake mouth expedition | 04 | | INS Chilka | 19-11-2015 to 22-11-2015 |
| 9 | Beti Zindabad camp Abhiyan | 170 | Dr. Meena Soni | Women's College to Rly. Station to College | 11.12.2015 |

**3.6.2 What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?**
The NSS wing of the college motivates the students to join this wing and take part in social activities which helps the student to develop a sense of national and social responsibility. The activities of the students in this wing are monitored by the respective wing heads.
The college organizes various programs through NSS and N.C.C units of the college to ensure the involvements of students in various social activities to promote citizenship roles. Some of the programs conducted through the NSS and
N.C.C units of the college are:
- Blood Donation Camp
- Anti-Terrorism observation day
- Anti-dowry programme
- Civic awareness programme
- Environmental awareness programme
- HIV and AIDS awareness programme
- Tree plantation
- Literacy programme

**3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?**
The IQAC in the planning process considers feedback collected from all the stakeholders to prepare perspectives on development. These are discussed in the respective committees. The outcome of the meeting is incorporated in the plan. The College values the suggestions of its stakeholders.
**Students:**
- We value the opinions and suggestions of our students.
- Students are at liberty to approach the Principal during working hours without prior appointment.
- One student of each class is nominated as Representative. He/She will communicate requirements of students and problems to the S.W.O/Head of Department/ Principal.
- Suggestion / Complaint boxes are placed at various places on the campus which are easily accessible to students.

**Parents:**
- Parents are informed about their wards' academic performance and attendance records through meetings, letters and phone calls.
- Direct interaction of the guardians with the H.O.D. is also encouraged.

**Staff:**

We have regular staff meetings to keep the staff updated about changes and developments of the College. Most of the decisions are taken only after consultation with the staff members during staff meeting.

**Alumni:**

We have constituted an Alumni Association .The association organizes meetings and give their suggestions.

### 3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

Workshops on Youth empowerment - college funding
- Awareness on HIV AIDS etc., - College funding
- Blood donation and Blood grouping camps.
- Save energy and save water campaign. - College funding
- Environmental protection activities - College funding

### 3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC and other National/ International agencies?

The college has a NSS wing that encourages the student to join this wing. This wing also conducts activities where the students go outside the college for participation. This will make the students more adaptable to any kind of environment. The college also gives prizes and recognition certificates to students who excel in this NSS wing and other social activities.

The college encourages maximum participation of student and faculty in extension activities. Extension activities such as mass Blood Donation Camp, AIDS awareness programme, Anti-dowry campaign, Health awareness camp, etc are organized through which the college ensures faculty as well students' participation.

### 3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

The institute has made a conscious effort to promote social justice as a value in learning process and administrative interactions. The institution sincerely practices social affirmative schemes introduced by the government for the up lift of under-privileged communities. The College NSS unit has been organizing pulse polio, blood donation camp, AIDS awareness programme etc. Extra facilities are given to differently-abled students.

### 3.6.7 Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.

The college with its NSS wing has a clear objective of making the students a socially responsible individual. The students are expected to realise their social responsibility as a citizen and works towards the betterment of the society as much as possible. Having this

motto as a goal the NSS wing organises various activities for the students that helps them to become a better individual and also help them in their overall development.

**3.6.8 How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?**
The extension activities are organised so that the local community is also benefitted. These kinds of activities can have a greater influence in the people surrounding the college and its campus. The people in the local surroundings are made aware of these extension activities so that they are also benefitted.

**3.6.9 Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.**

Junior Chamber International, Lion's Club, Inner Wheel, SEHADA, Red Cross, Black Diamond College of Engineering & Technology

**3.6.10 Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.**

NIL

**3.7 Collaboration**
**3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.**
As such there is no formal mechanism to collaborate and interact with research laboratories outside the college. However the college has plans for industry and research interaction in the near future.

**3.7.2 Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/ industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.**

- Black Diamond College of Engineering & Technology, Jharsuguda
- L N College, Jharsuguda
- Brajrajnagar College, Jharsuguda

**3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.**
In the case of human resource development, knowledge up gradation and placement drives, the college is able to have clear links with many Corporate houses and industries.
**3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.**

Nil

**3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated –**

a) Curriculum development/enrichment

b) Internship/ On-the-job training

c) Summer placement

d) Faculty exchange and professional development

e) Research

f) Consultancy

g) Extension

h) Publication

i) Student Placement

j) Twinning programmes

k) Introduction of new certificate courses

l) Student exchange

m) Any other

The research activities at the student's level are not undertaken and research is not a part of the curriculum. The college has an informal linkage with various companies through the Alumni association and other contacts for research, consultancy, publications, Students placement etc.

a) Curriculum development:

Our teachers get inputs from industries and local bodies which will be presented in the appropriate forum, like Board of Studies and Academic Councils at the time of revision of syllabus.

b) Internship: Nil

c) On-the-job Training:

Students are facilitated to go for industrial trips, visit to research centers which help them to get first-hand information for better placement opportunities.

d) Faculty exchange and development:

Many of our senior teachers are regularly invited as subject experts to deliver lecture and exchange their Knowledge in various Colleges and Universities.

e) Research: Some of the faculty members are involved in research activity at their own level.

f) Consultancy:

The college has the practice of allowing our teachers to give consultancy services to NGOs, Government Offices, and Universities without any remuneration. In this direction Prof. V. Ramalakshmi and Dr. Meena Soni are the Members of various Cultural and Academic Organizations.

g) Extension: Yes

h) Publication:

Some of our Staff members have publications with SSBN and ISBN numbers.

    i)       Student Placement : Yes


**3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.**

The college has no formal MOU and agreement signed as of now but it may do so in the near future as the IQAC has also suggested for the same.

**Any other relevant information regarding Research, Consultancy and Extension which the college would like to include.**

Nil
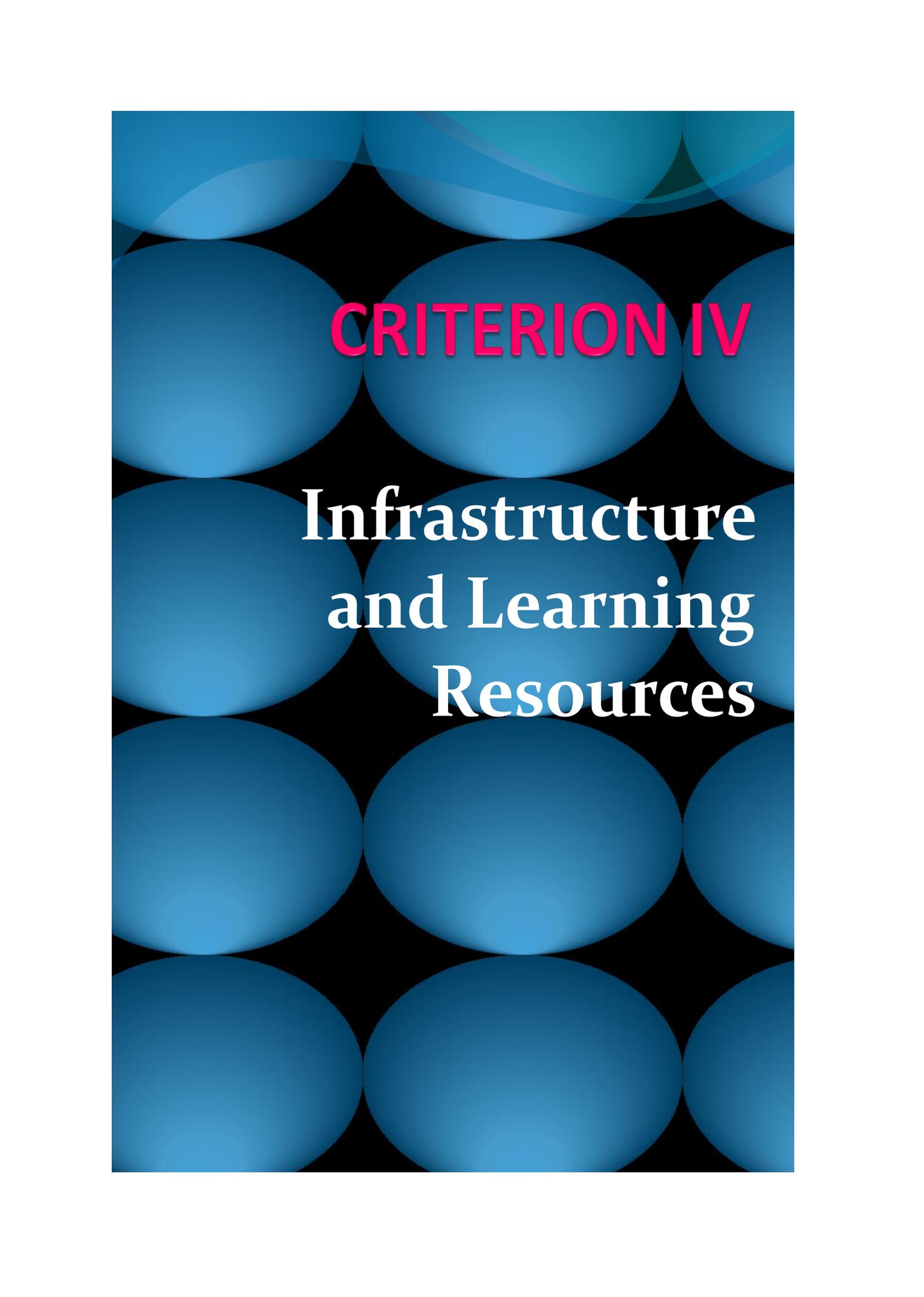
# CRITERION IV

# Infrastructure and Learning Resources

# Criterion IV: Infrastructure and Learning Resources

**4.1 Physical Facilities**
**4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?**

The college provides the excellent infrastructure and other learning facilities that facilitate effective teaching and learning.
The policy of the College Management is to provide the best of the infrastructure to suit the needs of the students from time to time. The needs of the students are assessed by using various methods and one of the prominent tools used is the feedback from the existing and outgoing students. Teachers suggest the requirements of their respective departments in the meetings.
For creation of the various facilities, college has received funds from UGC, Management and RUSA.

**4.1.2 Detail the facilities available for**
**(a) Curricular and co-curricular activities –classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.**

| Title | Description |
|---|---|
| Total built up area | **2 acres 15 decimel** |
| Adequately furnished classrooms | **15** |
| Adequately furnished laboratories | **11** |
| Total No. of staff rooms | **2** |
| Administrative building | **01** |
| Electricity | 110 KVA each - 2 LT Terminal supplies have been provided. 125 KVA Diesel Generator is available during power shutdown. The invertors/UPS are also available for use during the power interruption. Professional electricians take care of the overall maintenance. In addition to that, there are 2 Electricians to take care of the daily activities of the college. |
| Transport | The college is centrally located and is well - connected by public transport. Besides the students are actively committed to the cause of vehicle pooling and arrange for vans, autos, cars and bike pools. Arrangements for transport facilities during field visits, NSS Camp etc is made by the college. |

| | |
|---|---|
| Water supply | Raw water and municipality water provisions are available to meet the requirements of the college |
| Conference Halls | 01 |
| Furnished seminar halls | 01 |
| Common rooms and rest shades | 02 |
| Canteens | 01 |

**b) Extra–curricular activities – sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc. –**

| Types of Facility | Description | Details of the facilities |
|---|---|---|
| **Sports ground** | No | The college has a constraint in the form of having no sports grounds of its own. The college makes extensive use of off-campus ground facilities for training students in various sports like cricket, hockey, handball, baseball and athletics. Sports achievement in the past is good indication of the fact, that, the college has performed well despite space constraint. |
| **outdoor and indoor games** | Yes | The college has a Sports Committee and an Assistant Professor of Physical Education, who are responsible for promoting sports, organising sports events and facilitating the participation of the students in competitions. Specific strategies adopted with regard to outdoor and indoor games include the following: **Annual Athletics Meet:** Students compete in different events and win prizes and also put up group displays of their expertise in aerobics, yoga, martial arts and fencing. **Relaxation in attendance:** |

| | | |
|---|---|---|
| | | Students participating in inter-college/university sports and ECA competitions are given attendance relaxation as per university rules.<br>**Sports Kits:** College provides sports kits and refreshments to the participating students during competitions.<br>**Inter-college competitions:** The college also provides transportation facility and bears the cost of registration in the case of students participating in inter-college competitions.<br>**Sports Infrastructure:** The perspective plan of the college is to pay special attention to sports infrastructure. |
| **Gymnasium** | | Functioning GYM for the students and staff |
| **NSS** | | On completion of tenure certificates are awarded.<br>(Report is attached) |
| **cultural activities** | | Under the umbrella of Art & Culture Society, a number of ―Talent Clubs‖ work religiously towards the operationalization of cultural curriculum of the college.<br>They include –<br>a. Music Wing<br>b. Dance Wing<br>c. Song Wing<br>d. Art Wing<br>(Report is attached) |
| **Public speaking and communication skills development** | | Intra and inter college debate competitions being organized by college in Hindi, Odia and English and activities of |

| | | |
|---|---|---|
| | | various societies functioning in the college improves the art of public speaking and communication skills of the students. |
| **Yoga, health and Hygiene** | | Yoga workshop is organized for teaching staff by Trained Yoga Instructors. The College provides First-Aid facility. As the District medical is adjacent to the college, the emergency cases are quite easily dealt. The management ensures cleanliness in the college on regular basis. For this dustbin are placed at every floor. Students are educated and involved in maintaining cleanliness in the college. The college regularly outsources the housekeeping staff for maintaining high standard of cleanliness in the college. |

The master plan of the institution is enclosed as Annexure II

**4.1.3 How does the institution plan and ensure that the available n line with its academic growth and is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any).**

**Optimal Utilization of Infrastructure in Academic Growth**

The Management of the College does not only ensures that the current plans regarding available physical infrastructure is in line with academic growth but also sees that existing infrastructure is optimally utilized for the benefit of students. For this purpose, the college management calls meetings of different departmental heads to inspect the available infrastructure and coordinate with each other to chalk out programs for future development.

During the last four years many resources were spent on teaching aids to ensure better teaching-learning facility.

Besides using the infrastructural facilities for co-curricular & extra-curricular activities, the existing infrastructure is put to optimal use.

The class rooms are used for Bank Recruitment Tests, Entrance Exams, Science & Maths Olympiad exams, Railway Exams. SSE.

Please refer to Annexure II for Master Plan

| Sl No | Grant By | Grant Received | Work Allotted | Work Progress |
|-------|----------|----------------|---------------|---------------|
| 01. | RUSA | 2 Crores | • 70 Lacs towards Rennovation<br>• 70 Lacs towards Construction<br>• 60 Lacs towards Equipments and books | • Rennovation and Construction work in progress<br>• Books and Equipments has been purchased |
| 02. | UGC | Certificate Attached | | |

**4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?**

During examination, the College provides writers to visually impaired students to complete their exams as per University Norms.
The college has also the provision of Wheel Chairs for differently enabled students and teachers.
The college views the requirements from two perspectives, i.e., General and Specific Needs of Differently Enabled Students
General Needs:
Social acceptability - students with disability often face the problem of making friends, largely due to their own inhibitions. To overcome this problem students are sensitized about the psyche and needs of differently enabled students.

Job Anxiety: it has often been noticed that students with disabilities feel professional anxieties more than other students. To assist students on this front care is taken to disseminate information about scholarships for higher education and reservation in jobs for them.

Confidence Issue: often their self -consciousness creates problems for them to mingle freely, because they see their disability as a hindrance. They do not come forward to participate in activities outside the class room. Even in the classroom they are either not very regular or are not active participants. Teachers mentor the students and try to address these issues.

Examinations: most differently enabled students need additional time and writers. Students often face tense moments when writers do not report on time for the exams. Staffs try to sooth their nerves and co-operates with them as per rules. When they are using their additional time all efforts are made not to disturb them and put their mind at ease.
Specific Needs:
The time table is drawn in such a manner that differently-abled students do not face any inconvenience.
● Class rooms situated in the ground floor are allotted to them.
● Books are made available to the student in the ground floor of the library.

**4.1.5 Give details on the residential facility and various provisions available within them.**
**Hostel Facility** – Yes, There are 02 numbers of hostels in the college.

**Recreational facilities, gymnasium, yoga centre, etc: Yes**

**Computer facility including access to internet in hostel: Yes**

**Facilities for medical emergencies - Yes**

**Library facility in the hostels: Yes**

**Internet and Wi-Fi facility: Yes**

**Recreational facility-common room with audio-visual equipments: Yes**

**Available residential facility for the staff and occupancy: Yes**

**Constant supply of safe drinking water: Yes**

**Security: Yes**


**4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?**

The college has made available First Aid kits. When necessary a vehicle is made available to cater to the needs of anyone who is sick. District medical is adjacent to the institution, so emergency cases are taken care immediately.
Clean and purified drinking water is available on campus with proper toilet facilities.
Health and Hygiene awareness programmes and Yoga classes are conducted.

**4.1.7 Give details of the Common Facilities available on the campus – spaces for special units like IQAC, Grievance Redressal unit, Women"s Cell, Counselling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.**
**Common facilities available on the campus:**
**Spaces available for:**

- IQAC In the separate Block.
- Grievance Redressal unit is working. It takes in to account the complaints from the students and rectifies them to the extent possible.
- Women's Cell organizes programmes with a view to Women's empowerment.
- Counselling and Career Guidance cell counsels regarding options for post graduate studies and Career options.
- Placement Unit is working. It guides the students to face campus placement interviews and organizes placement drive by inviting companies for recruitment.
- 'Annapoorna' houses the college canteen which has been providing wholesome food at subsidized rate.

- Recreational space for staff and students is created.
- Safe drinking water facility: 02 Aqua Guards provided
- Auditorium : Under construction

**4.2 Library as a Learning Resource**

**4.2.1 Does the library have an Advisory Committee? Specify the composition of such a committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?**

There is an Advisory Committee for the library. The Advisory Committee is headed by the principal and the librarian, four faculty representing different disciplines as members. The committee meets once in six months or whenever required. The Management plays a pro-active role in the development of the library. The committee reviews the policies and practices of the library and suggests the necessary upgradation to the services and support systems of the library. Various significant initiatives have been implemented by the committee to render the library, student / user friendly. User literacy orientation program is organized to the new users on day of orientation for first year students highlighting the rules and regulations of the library, working hours, circulation period, book issue and renewal details. The library committee has implemented the following in the last four years-

- The library has been digitalized and Online Public Access Catalogue (OPAC) has been implemented.
- An E- Zone has been created in the library to provide internet facility for students and faculty members for accessing e-resources
- The students reading area has been provided.
- Mineral water has been to provided for safe drinking water
- Installation of high resolution CC cameras at various locations.
- Introduction of E-Library-coding system

**4.2.2 Provide details of the following:**
- **Total area of the library (in Sq. mts.)**
- **Total seating capacity**
- **Working hours (on working days, on holidays, before examination days, during examination days, during vacation)**
  9 A.M -4.00 P.M (Except Holidays)
  8.00 a.m-5 P.M (During Examination)
- **Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)**
  The layout of the library is as follows:
- Periodical and News paper sections
- Circulation and Support area
- Reading areas for students with relaxed seating facilities and washrooms
- Reference section
- Separate stack rooms
- IT Zone for browsing internet and accessing e-resources

**Renovation and Construction works are going under RUSA**

**4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.**

Each department suggests the titles of books and journals needed for teaching and learning. The librarian cross-checks the availability of books and number of copies required. Required books and journals are purchased after consultation with the Heads of departments, Library committee and the Principal.

- Last four years 05 Lacs of Rupees were spent on purchase of books.
- Under RUSA grant 13 Lacs has been sent to purchase books.

**4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?**
- **OPAC**
Available (EasyLib)
- **Electronic Resource Management package for e-journals**

- **Federated searching tools to search articles in multiple databases**
No
- **Library Website**
Included in the College Website
- **In-house/remote access to e-publications**
Yes
- **Library automation-**
- Yes
- **Total number of computers for public access**
- **Total numbers of printers for public access**
- **Internet band width/ speed**
2mbps √ 10 mbps 1 gb (GB) -2mbps
- **Institutional Repository**
No
- **Content Management system for e-learning**
No
- **Participation in Resource sharing networks/consortia (like Inflibnet)**

**4.2.5 Provide details on the following items:**
- **Average number of walk-ins**
250
- **Average number of books issued/returned**
130 - 150 daily
- **Ratio of library books to students enrolled**

- **Average number of books added during last three years**

- **Average number of login to opac (OPAC)**

- **Average number of login to e-resources-**

- **Average number of e-resources downloaded/printed**

- **Number of information literacy trainings organized**

Once in a year.
- **Details of "weeding out" of books and other materials**
  Weeding out of books and materials is done in consultation with the Principal & Committee in association with HODs every year as per the weeding out policy of the Library.

**4.2.6 Give details of the specialized services provided by the library**
- **Manuscripts**
  No
- **Reference-**
  Yes, for the general public with prior permission
- **Reprography**
  Yes
- **ILL (Inter Library Loan Service)**
  Yes, including DELNET
- **Information deployment and notification (Information Deployment and Notification)**
  Yes
- **Download**
  Yes
- **Printing**
  Yes
- **Reading list/ Bibliography compilation**
  Provided on request
- **In-house/remote access to e-resources**
  Yes
- **User Orientation and awareness**
  Yes
- **Assistance in searching Databases**
  Yes, On request

**4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.**
Library staffs provide support to the students and teachers in
- Searching /locating and issuing the required books
- Providing information on new books
- "Know your Library" orientation programme for new comers
- Display of news clippings carrying interesting snippets of information on the Notice board.
- Reading room facility with magazines and newspapers.
- Internet access and Wi-Fi facility.
- Previous year Question Bank.
- Journals back volumes.

**4.2.8 What are the special facilities offered by the library to the visually/physically challenged persons? Give details.**
The staffs at the library are sensitized about the needs of the differently-able visitors. They provide needed assistance to locate books and to access e-resources. Visually and physically challenged students are assisted by the library staffs.

**4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?):**

Yes, feedback is taken from the library. This is done through a process of survey by many users. The suggestions by the students are also taken by providing a suggestion box outside the library. The suggestions provided are considered and changes are brought about based on the suggestions provided.

**4.3  IT Infrastructure**
**4.3.1. Give details on the computing facility available (hardware and software) at the institution.**

| Computer Name | Configurations | Number |
|---|---|---|
| Lenovo Desktop | Window 7 | 06 |
| Dell Inspirion Laptop | | 02+02 (RUSA) |
| ACEL Desktop (RUSA) | Window -8 | 20 (With LED Monitor) |

**4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?**
The college has provided the facility where in the students and faculties can use the internet for their learning purposes. There are also many internet cafes and cyber centers where the students and faculties can access the internet. Internet facility is now available in the computer centre and the library, principal room through LAN. For the rest of the campus, it is provided through Wi-Fi.
**4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?**
The college usually plans and upgrades the IT infrastructure as and when the requirement arises. The college respects and values the students and other stakeholder's feedbacks and tries as much as possible to fulfill these. The college has provided internet access to the students and faculties which can be used for their learning purposes and also to upgrade them about the latest trend in technology. They can also use the internet t download various study materials etc.

**4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)**

| SL.NO | PARTICULARS | YEAR 2011-12 | YEAR 2012-13 | YEAR 2013-14 | YEAR 2014-15 |
|---|---|---|---|---|---|
| 1 | Procuring of computers Laptop | | | | 964600.00 82000.00 (RUSA Fund) |
| 2 | Upgradation of computers | | | | |
| 3 | Maintenance of computers | 50000.00 | 50000.00 | 50000.00 | 50000.00 |

**4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?**

The college facilitates extensive use of Information Communication Technology (ICT) resources including development and use of computer aided teaching / learning materials by its staff and students by making these facilities available as and when required by concerned users. For this purpose, all computer labs remain open from 9.00 A.M to 4.00 P.M on all working days. Teachers are encouraged to use these technologies and even teachers having expertise in computer assists other teachers in the development their subject slides. Students are also encouraged to make use of Projectors for their presentations. In our college, at least twenty teachers use power point presentations as part of their regular classroom teaching.

**4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher.**

- All the staff members have free access to internet in their respective departments and internet centre.
- Students are given free access to internet whenever they need to carry out their assignments / projects.
- The college provides training to faculties on the usage of ICT effectively.
- The office and other staff of the management are not so acquainted with the usage of ICT and the college is trying to bridge this gap by providing training to these staff also.

**4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?**

No

**4.4 Maintenance of Campus Facilities**
**4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?**

| Sl. No | Infrastructure | 2011-12 | 2012-13 | 2013-14 | 2014-15 |
|--------|----------------|---------|---------|---------|---------|
| a | **Building** | 300000 | 600000 | 600000 | 600000 |
| b | **Furniture** | 100000 | 400000 | 200000 | 200000 |
| c | **Equipment** | 100000 | 200000 | 200000 | 200000 |
| d | **Computers** | 50000 | 50000 | 50000 | 50000 |
| e | **Vehicles** | 0 | 0 | 0 | 0 |
| 0 | **Any other** | 50000 | 50000 | 50000 | 50000 |

**4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?**

- The Estate officer helps the Principal in looking after the maintenance of the premises of the institution and supervises the maintenance and repairs of all the structures and new constructions.
- College has a full time carpenter, plumber and electrician.
- Department of Computer Science takes the responsibility of maintaining the computer facility of the entire college.
- Occasional repair of the lab equipments and other units is outsourced.

**4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?**

Different equipments of the laboratory are checked annually for the proper working condition and wherever required repair is outsourced.

**4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc**.)?

The college has annual maintenance contracts for maintenance and upkeep of resources.

The departments that have laboratories have lab an assistant who takes care of maintenance of chemicals and other equipments in the laboratory. Keeping the chemicals in the lab safe is carried out by the respective departments and their labs.

Electrical Generators are used during the lab hours and longer duration of power cut.

Voltage stabilizers are provided to some Labs.

The college has overhead tanks for storage of water for constant supply of water at all floors of the building with RO provisions. For constant supply of water, the college stores water in overhead tanks, and also have provision for underground water with RO system installed.
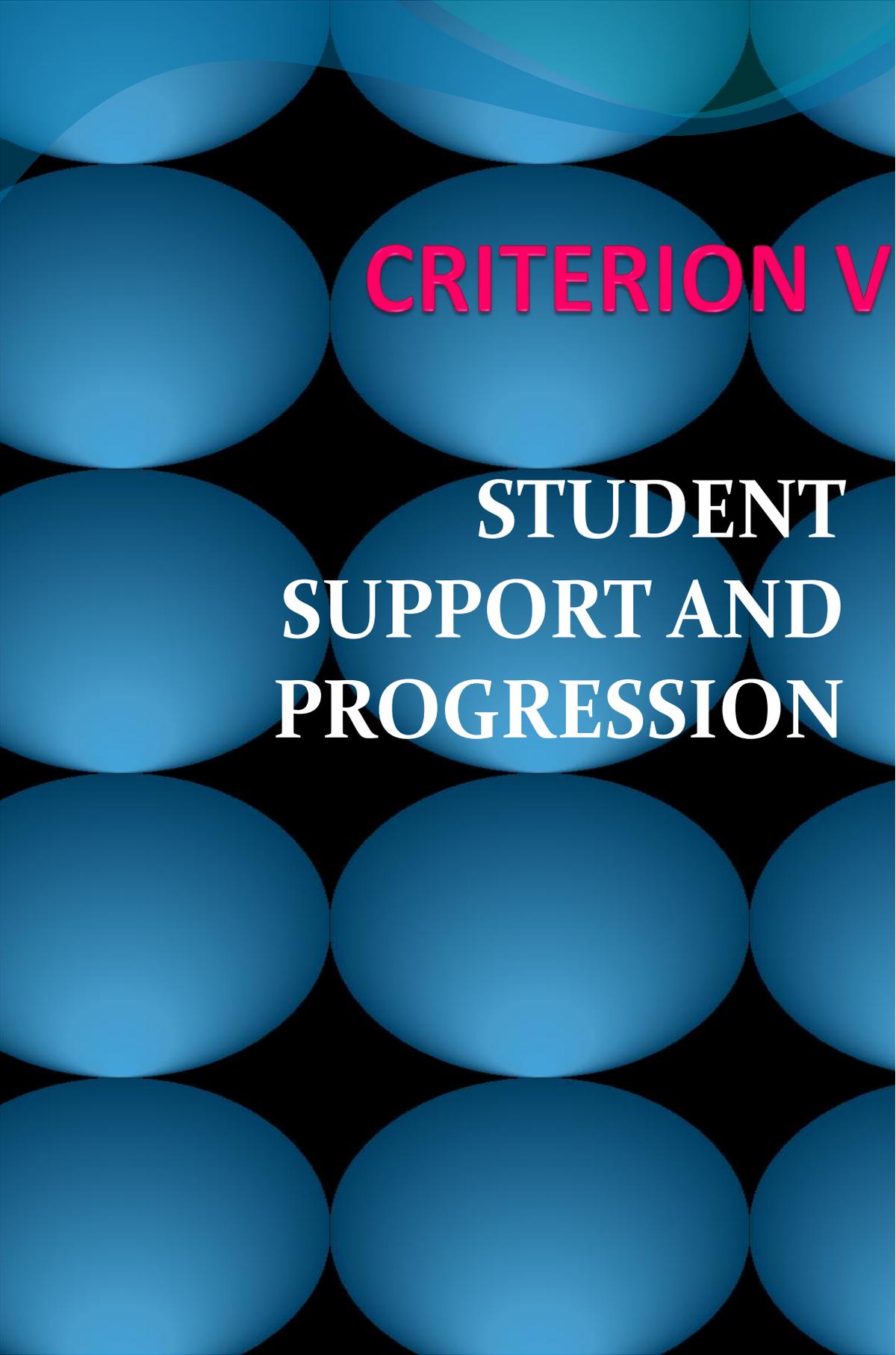
# CRITERION V

# STUDENT SUPPORT AND PROGRESSION

# CRITERION V: STUDENT SUPPORT AND PROGRESSION

**5.1 Student Mentoring and Support**

Our main objective is overall development of the students. Thus, all students, teachers, non-teaching staff and management work in harmony to achieve this objective.

**5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?**

Yes, institution publishes its updated prospectus/handbook annually.

Apart from stating the College Vision and Mission, prospectus/calendar provides information regarding the history of the college, tentative calendar of events, courses offered, Add–on courses, admission rules, examination rules, code of conduct, dress code, co-curricular and extra-curricular activities, scholarships, support facilities like library, canteen and hostel, amenities for sports and games, instruction to parents and guardians and other useful details.

In broad terms our commitment is to follow our objectives as given in our Vision and Mission statements. In practical terms our goals are given in the College Calendar, which specifies the ways in which the routine, the class room work, the curricular activities, social activities are going to be organized in the course of the year.

We are accountable to all the stakeholders – the Management, the students, the staff, parents, the public and Government. By trying to translate our objectives into action, we show our commitment. In explaining how we have acted, we show our accountability.

- All decisions taken in the meetings of the College are properly recorded and filed and the records are used for future guidance.
- All payments received are duly recorded and receipts are issued in compliance with the rules.
- Expenditure and income are duly recorded by the concerned staff in the office and the accounting is regularly scrutinized.
- Internal auditing and external auditing of the accounts are held as per the permission of the law.
- Utilization reports are sent to the granting agencies like the U.G.C. as and when required.
- The Principal's Annual Report presented on the College Day explains in detail the programmes and projects that were carried out in the course of the year and the Annual Report is published in the College Annual Magazine.

**5.1.2 Specify the type, number and amount of institutional scholarships/free ships given to the students during the last four years and whether the financial aid was available and disbursed on time.**

A number of scholarship schemes introduced by the state Govt. are made available to the students of our college.

- Post metric scholarship
- Medhabrutti

**5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?**

**State Governament - 7%**

**5.1.4 What are the specific support services/facilities available for:**
**Students from SC/ST, OBC and economically weaker sections**

Students belonging to the underprivileged sections of society, viz. SC/ST/OBC/minorities and the differently-abled receive scholarships or financial assistance from the Government of Odisha. Detailed data is not available with the college regarding the exact number of students who have received such scholarships since the students are required only to get their forms attested by the college and the government makes the payment directly to the students.
Specific support services/facilities available for different categories of students are as such:
The Student Welfare Committee of the college assists all students requiring financial support or fee concession in getting appropriate support from the college in terms of fee waivers or concessions. It also assists SC/ST/OBC candidates in case of problems faced in getting the necessary forms completed and attested.
Admissions are given to SC/ST as per the reservation policy of the Government of India. Students from these categories are being granted fee concessions and scholarships as per the government norms. Remedial and revisionary lectures are conducted for academically weak students.

**Students with physical disabilities**

Students with physical disabilities are given highest priority services in the library and in the office.

**Overseas students**
Currently, the college has no overseas students.

**Students to participate in various competitions/National and International**

The college always encourages its students participate in various national and state level competitions.

**Medical assistance to students: health centre, health insurance etc.**

Health check up camp for students.

**Organizing coaching classes for competitive exams**
Coaching classes for competitive exams are organized by the Placement Cell.

**Skill development (spoken English, computer literacy, etc., )**
- An effort is made to inculcate awareness about Computers Basics and its peripherals by the Dept of Computer Science/IT. It helps the students to gain computer literacy.
- Computer Science Dept provides various certificate courses in Computer Applications for the benefit of students.
- Internet facility is provided to the students in the departments and in the library.
- Students have free access to department computers where they are trained to use the computers for paper presentation and browsing the internet.
- A wall magazine encourages students to exhibit their creative talents. Students are motivated to contribute articles to the College magazine, bulletins of each department and wall magazines thus enabling budding writers to explore their creativity.

- English speaking classes are conducted by the department of English to improve communication skills.
- Programmes on leadership, personality development & soft skills are conducted frequently by resourse persons.
- Seminars, guest lectures, workshops are arranged for the students. Students are always encouraged to participate in seminars to gain expertise in the concerned subject.
- Students are encouraged to hold seminars using power point presentations in the class and participate in the seminars organized in other institutions and interact with eminent resource persons. Hence they do additional reading and use ICT facility.

**Exposures of students to other institution of higher learning/ corporate/business house etc.**
The college allows its students to take part in various seminars and conferences conducted by other institutions.

**Publication of student magazines**
In each academic year the college union publishes a students' magazine. The editorial board includes editor, student and staff representatives. This annual publication provides opportunity to the students to express their creativity and ideas.

### 5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.
A Personality Development and Career Guidance cum Placement Cell have been established with the following objectives:
- To organize lectures and workshops on how to write a resume and how to prepare and appear for group discussions and job interviews.
- To organize awareness programs about the role of entrepreneurs and the qualities required for successful entrepreneurs.
- To compile information about entrepreneurship development schemes and opportunities available with different governmental and non-governmental agencies.
- To establish linkages with entrepreneurship promotion organizations and create opportunities for aspiring students to benefit from services provided by such agencies.
- To arrange for summer training opportunities for the students for practical exposure to the challenges of setting up and managing businesses.
- To organize in-campus exhibitions and sales to help students acquire basic marketing skills.
- To create interaction opportunities for aspiring students with banks and other financial institutions providing funding support for entrepreneurs.
- To invite external experts to speak on subjects relevant to entrepreneurs in general such as the preparation of a business plan and approaching angel investors and venture capital funds.
- To arrange visits to industrial areas/clusters/institutions

### 5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, quiz competitions, debate and discussions, cultural activities etc.
**Sports and Games**
The college has a Sports Committee and an Assistant Professor of Physical Education, who are responsible for promoting sports, organizing sports events and facilitating the

participation of the students in competitions. Specific policies and strategies adopted with regard to sports and games include the following:

**Annual Athletics Meet:** Students compete in different events and win prizes and also put up group displays of their expertise in aerobics, yoga, martial arts and fencing.

**Relaxation in attendance:** Students participating in inter-college/university sports and ECA competitions are given attendance relaxation as per rules.

**Sports Kits:** The College provides sports kits and refreshment to the participating students during competitions.

**Inter-college competitions:** The College also provides transportation facility and bears the cost of registration in the case of students participating in inter-college competitions.

**Cultural Activities**

Cultural activities, besides being enjoyable for the students, also act as a catalyst for creating a feeling of togetherness and fostering friendliness among the students and staff. The students' union is actively associated with all the major cultural activities. Some of the regular cultural activities of the college include the following:

**Annual Cultural Festival**

The Art and Culture Committee regularly organizes cultural fiesta which includes a number of intra- and inter-college competitions in Mehndi, Rangoli, pot painting, poster making, poetry recitation, debates, short plays, fancy dress, singing (solo and group), dance (solo and group), quizzes, etc. Winners of the competitions are awarded certificates, trophies in the intra-college events, while cash prizes are awarded in inter-college events. Renowned artistes are also invited to perform during this festival. Apparel is also provided free of cost for participating in cultural activities.

The Cultural Profile of the college is attached in Criterion I

**5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such asUGC-CSIR- NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT/Central /State services, Defense, Civil Services, etc.**

Students are given opportunities for training in facing civil services examinations organized by various institutions. However, in this locality there is little facility available for these type of competitions and interested students prefer to go after completion of graduation to other cities for taking coaching.

**5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)**

- Guidance is being given to the students during the orientation programme to become familiar to the institution's processes and practices.
- Career Counselling services are made through Career Guidance Cell.
- Talks by experts have been arranged in fields such as Health and Hygiene.
- Psycho-social counselling is done by arranging talks on drug abuse etc.
- Each faculty has been allotted about 25 students for academic & personal counselling.

**5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students?If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).**

The college has a structured mechanism comprising a Counseling Cell and a Placement Cell that provide timely and valuable help to students in identifying job opportunities and preparing for interviews since in today's competitive world campus placements have become an integral part of college life. The cells help in identifying relevant jobs for the students. The students in the final year also undergo a profile mapping exercise using online software. This exercise helps in providing the necessary career counseling for the students.

**5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.**
Yes, the college has a Grievance Redressal Cell. A Suggestion Box is placed at a prime location inside the campus for receiving complaints/grievances from students in writing. The box is opened periodically and necessary actions are taken to redress grievances. The personal grievances are handled carefully and sensitively and whenever required, appropriate counseling is also provided by the teachers or the Principal.
Grievance redressing is done not by a single cell or committee but by the committee or cell concerned with the issue. In the case of admissions, for example, there is a separate grievance committee. So is the case with ragging or sexual harassment. There has been no major grievance in the last four years.
The college is sensitive enough to meet students'grievances both in academic and administrative matters. Minor grievances orally communicated to the Principal's office are urgently and appropriately redressed.

**5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?**
The college has a harmonious working environment. Lectures and workshops on gender issues are organized regularly to sensitize the students and staff. The college has also set up an Internal Complaints Committee as per the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 which is functioning and taking care of girl students and staff. We have a very good rapport with the local police station that helps us in creating awareness among girl students. In addition, we also organize various programs for the empowerment of girl students.
The Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 is strictly followed in letter and spirit at our college. Every year we organize lectures and seminars for creating awareness among girl students and female staff members. A lecture on ―Protection of Women‖ under the Domestic Violence Act, 2005 was recently held. The college also organizes workshops on health-related issues. Teachers also guide the students on the importance of yoga, including practical sessions.
**5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?**

Yes, there is an Anti-ragging committee
No instances are reported.

**5.1.13 Enumerate the welfare schemes made available to students by the institution.**
- Wi-Fi based Internet access in the campus for academic purposes
- College-arranged transport for field trips
- Facilitation of scholarships from State and Central Governments
- Availability of RO water
- Book bank
- Medical care

**5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?**
Yes.
Alumni Association provides valuable suggestions and support regarding developmental activities of the college.

### 5.2 Student Progression

**5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlights the trends observed.**

Once the students pass out as graduates from the institution, there is no mechanism in the college to record their further progression. However, for finding out the trend of student progression to higher education and employment IQAC is planning to launch an on-line survey.

**5.2.2 Provide details of the program wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish program-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.**

| Year | Program BA | No of Students Appeared | No of students Passed | Percentage |
|------|------------|-------------------------|------------------------|------------|
| 2011-12 | 1st | 98 | 74 | 72% |
| | 2nd | 72 | 44 | 61% |
| | 3rd | 56 | 48 | 85% |
| | Ist | 117 | 49 | 41.88% |

| 2012-13 | 2nd | 96 | 66 | 68.75% |
|---|---|---|---|---|
| | 3rd | 72 | 59 | 81.94% |
| 2013-14 | Ist | 117 | 55 | 47% |
| | 2nd | 111 | 64 | 57.65% |
| | 3rd | 91 | 55 | 60.43% |
| 2014-15 | Ist | 142 | 79 | 55.63% |
| | 2nd | 112 | 55 | 49% |
| | 3rd | 75 | 47 | 62.66% |
| 2014 - 15 | 3rd B. Com. | 17 | 06 | 36% |

### 5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

Institution facilitates student progression to higher level of education as given below:

- The Career Guidance and Placement Cell plays a pivotal role in helping and guiding the students in pursuing higher education and in seeking employment opportunities.
- The College organizes training programs, industrial visits, student's seminars, minor projects to the students.
- Personality development programmes are also made available to maximize the potential of the students and ensure progression to higher level of education or employment.

### 5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

The students who are at a higher risk of drop out are identified and special counseling is given to these students to reduce the dropout rate considerably. The college also provides remedial coaching for academically weaker students to improve their academic performance.

**5.3 Student Participation and Activities**

**5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and program calendar.**

The range of activities available to the students broadly pertains to Extra-Curricular Activities (ECA) and Sports & Games. The spectrum of extra-curricular activities includes Debate, Dramatics, Music and Dance and that of sports & games includes Hockey, Cricket, Aerobics, Table Tennis, Athletics, Badminton, and Chess.

**LIST  YEAR WISE**
**2012**
Sobhanetri Singh +2II nd Yr. Arts participated in the District Level "PYKKA" women sports selection held at OSAPII Battalion playground, Jharsuguda on dt.13.10.2012. She was selected in 'Khokho' and participated in the state level 'PYKKA' women sports competition 2012-13 which commenced on dt. 11.11.2012 to 14.11.2013 at *' Subarnapur'*

**16$^{th}$ District Athletic Meet 2012.**

15 student of the college participated in the 16$^{th}$ district Athletics meet 2012 which was held from dt. 13.12.12 to 15.12.12 at wireless ground Rly. Colony, JSG . The following students of the college have secured position as details mentioned below.

7.  Sobhanetri Singh          +2IInd Yr. Arts         Javeline Throw          1$^{st}$
8.  Kalyani Magar             +3 Ist Yr. Arts Discus Throw 3$^{rd}$.
9.  Sulochana Behera          +3 Ist Yr. Arts Discus Throw 3$^{rd}$
10. Pujarani Samal            +2II nd Yr. Arts         Javelin Throw 3$^{rd}$
11. Rashmi Rekha Toppo +2I  st Yr. Arts.         Putting the shot          1$^{st}$
12. Dipti Behera            +2 Ist  Yr. Arts         Javelin                  2$^{nd}$

**17$^{th}$  District Athletic Meet 2013.**

8 students of the college participated in the 17$^{th}$ District Athletic Meet 2013 which was held on dt. 17.12.13 to 19.12.13 at wireless ground , Rly Colony, Jharsuguda.

The following students of the college have secured position as details mentioned below.

4.  Sobhanetri Singh +3 Ist Arts Javelin throw 1$^{st}$ .
5.  Dipti Behere +2 IInd Yr. Arts Javelin throw 2$^{nd}$ .
6.  Rashmi Rekha Toppo +2 IInd Arts. Putting the shot 1$^{st}$ .

**SPORTS**

Annual Athletic Meet 2013-14

Champion- Sobhanetri Singh ,+3 st year Arts.
Runner's up – Namita Tirkey, +2 2$^{nd}$ year Arts.

**2013-14**

Sobhanetri Singh +2II nd Yr. Arts participated in the District Level "PYKKA" women sports selection held at P.K.S.S. Jr. College H. Katapali  on dt. 27.10.2014. She was selected in

'Khokho' and participated in the state level 'PYKKA' women sports competition 2013-14 which commenced on dt. 04.11.2014 at *Dhenkanal.*

**Annual Athletic Meet 2014-15 (Out Door)**
Champion – Sobhanetri Singh, +3 IInd year Arts.
Runner's up – Manjulata Sahu, +2 IInd year Science.

**Indoor Game**
Chess- Champion – Khusboo Singh, +2 Ist year Science.
Carrom – Champion – Neha Agrawal +3 III rd year Arts.

B Saini Ambika +3 Ist year Arts participated in a National Competition SGFI 2015 at *"Ranchi"* on 29.09.2015 and 30.09.2015 and won silver medal. She also participated in the state level women sports in the discipline of Athletics competition for 2015-16 at *"Kalinga Stadium"* Bhubaneswar from 15.11.2015 to 18.11.2015 and won on silver and one Bronze medal.

B Saini Ambika +3 Ist year Arts participated in the National Competition 2015 at *Jammu and Kashmir* participated in Discus Throw and putting the shot and won two gold medals.

**Annual Athletics Meet 2015-2016**
Champion – B. Saini Ambika +3 I st yr. Arts
Runner's up – Sonia Buda - +3 IInd Yr Art

**Indore Game**
Chess Champion - Latika Agarwal +3 IIrd Yr. Sc.
                 Khusboo Singh +2 II nd Yr. Sc.
Carrom Champion – Latika Agarwal +3IInd Yr. Sc.
                 Swagatika Pradhan +3 IInd Yr. Sc.
                 Khusboo Singh +2 IInd Yr. Sc.
                 Shehena Ali +2 Ist Yr.Com.

**5.3.2 Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.**

Some of the major achievements in various co-curricular, extra-curricular and cultural activities are as follows:

**2013-14**

| | | |
|---|---|---|
| 15th August Debate Competition | - | Rajlaxmi Mishra |
| | | Mitaly Sethi |
| District Level Quiz Competition | - | Babita Rana |
| 26th January slogan writing | - | Sweta Srivastava |
| 26th January Painting | - | Sweta Srivastava |

| National Level cultural feast held at Ludhiana | Reena Das |
| State Level Adventure Camp at Chilika | Diptimayee Singh |

<center>2014-15</center>

| 15th August Debate Competition | - | Rajlaxmi Mishra |
| 26th January slogan writing | - | Rozy Khatun |
| 26th January Painting | - | Rozy Khatun |
| State Level Adventure Camp at Chilika | | Swagatika Pradhan |
| | | Kiran Buda |
| | | Kripa Thapa |
| | | Sweta Srivastava |
| Odishi Dance at Hydrabad | | Priyanka Priyadarshini |

Debate Competition at Kalinga Stadium, Bhubaneswar - Rajalaxmi Mishra

<center>2015-16</center>

| 15th August Debate Competition | - | Arzoo Agrawal |
| | | Mitali Sethi |
| RDE Selection Asam | - | Tejaswini Thapa |
| | | Premika Magar |
| National Level Adventure Camp at Rishikesh- | | Nasreen Bano |

**5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?**

At the end of the three years degree course, feedback is obtained from outgoing students and their responses are used to improve the delivery mechanism and support service upkeep. The subsequent visits of graduates are used to discuss institutional development issues. This kind of an association helps to avail financial and non-financial resources needed for growth and development of the institution.

The college has initiated a mechanism to build database of the graduated students of the college. A feedback mechanism from them has been introduced to know about the relevance of the course.

**5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.**

To inculcate the habit of reading and writing, we publish the college magazine, *DRISHTI*. Students are given freedom not only to write on curriculum-related topics but also on areas of their interest. The college magazine proves to be the right platform for budding writers and has a well-constituted team of student editors for each of its sections (English, Hindi and Odia) who work under the guidance of a teacher editor. The students are involved in all steps,

right from collecting the material, scrutinizing it to its final publication. The college encourages its students to bring out their best creative skills. For this the students have various forums where they can showcase their talents.

The wall magazine is one such forum where voices get a platform. Throughout the year the students contribute to the wall magazine in the form of poems, articles, riddles etc. Innovation projects are also undertaken by our students.

**5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.**

Our Students' Union is an opportunity given to students to learn the skills of leadership during their stay in the college. Leadership skills help students in several ways and are essential for them to deal with their peers during their academic years and in their practical life as well. The following are the aims and objectives of the Union:

(i)     To promote mutual contact, a democratic outlook and a spirit of oneness among the students.
(ii)    To promote the social, cultural and intellectual development of the students.
(iii)   To promote consciousness among the students of the events taking place around them with a view to better equipping them as responsible and educated citizens and to build up a healthy students' movement.
(iv)    To promote among the students a sense of service to the people and duty towards the State.
(v)     The Union consists of members duly elected in the General Election of the college for one year in accordance with the Students' Union Constitution of the university. The President, Vice President, Secretary, Jt. Secretary and Central Council members are elected every year. The elected members are supported by teacher facilitators. The college appoints a Chief Election Officer and other Election Officers who arrange to conduct the elections of the office-bearers and the members of the Central Council of the Union for that year.

**Activities**

The Students' Union organizes the following activities:

(i)     Debates, lectures, discussions, study circles, essay competitions, etc.
(ii)    Cultural programs and contests.
(iii)   Trips and tours to places of historical and educational importance.
(iv)    Social service and social relief activities.
(v)     Other activities that further the realization of the above aims.
(vi)    It acts as an interface between students and administration and teachers.
(vii)   It maintains discipline in the college.

The funding for the above is generated through the students' fund of the college which comes from students' fees.

**5.3.6 Give details of various academic and administrative bodies that have student representatives on them.**

These are the various bodies with student's representatives in them.

- Grievance Redressal Cell.
- Student Welfare Committee.
- Admission Committee.
- Anti-Ragging Committee
- Magazine Committee
- Sports Committee

**5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution.**

There is an Alumni Association in the college. There are meetings held by these associations. The feedback taken from these alumni are considered and changes are brought about after discussion in the GB meetings.

There is regular interaction between the alumni and the college. The former faculty is also invited off and on to seek their advice and guidance. They are also specially invited on occasions like Annual Day, Founder's Day and Annual Dinner. Former faculty members are invited as guest teachers and advisers to improve our teaching-learning process.
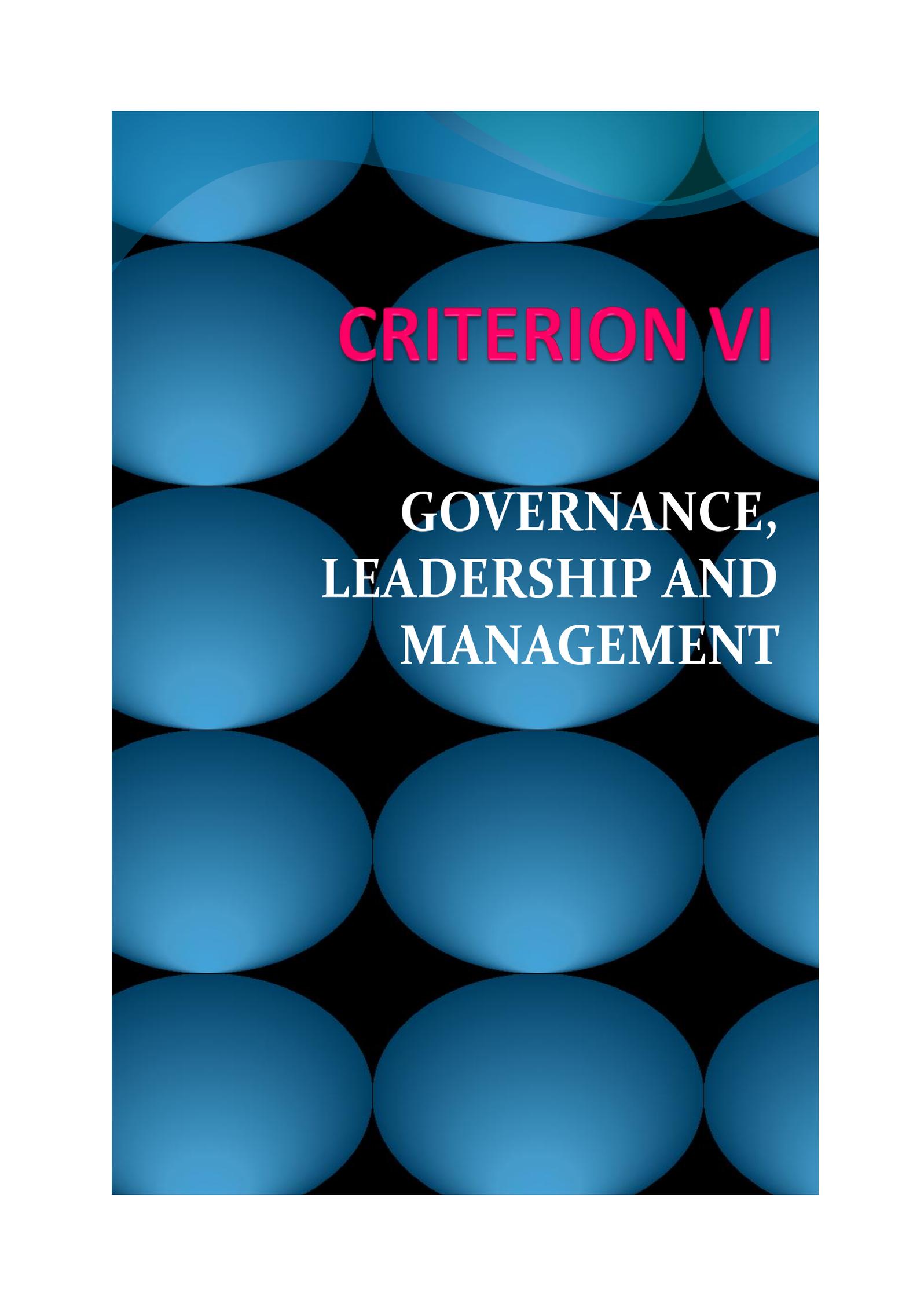
# CRITERION VI

# GOVERNANCE, LEADERSHIP AND MANAGEMENT

# CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1. Institutional Vision and Leadership

### 6.1.1. State the vision and mission of the Institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc.?

**Vision:**

Women's College, Jharsuguda is a pioneering institution of education with a vision which emanates from its motto "*Tamoso Ma Jotirgamaya*" (a journey from darkness to light, that is, from ignorance to knowledge). The vision of the institution is to achieve excellence in higher education, empowerment through knowledge, inclusive growth for socio-economic change and sustainable development.

**Mission:**

"Committed to serve the society with humility and trust, devoid of exploitation; to impart value based higher education, particularly to the socially and economically deprived sections of Jharsuguda area; to make the students of this institution worthy citizens of our glorious motherland".

The mission of the institution is:

- To promote women's education.
- To equip and empower students with relevant knowledge, competence and creativity to face psycho-socio challenges.
- To achieve innovations in teaching-learning, curricular-co-curricular, research and extension activities to realize national goals, including the adoption and promotion of knowledge output for human development.
- To facilitate optimum use of human and limited infrastructural facilities available for quality sustenance and growth.
- To create awareness of human rights, value system, culture, heritage, scientific temper, environment and woman emancipation.

### 6.1.2. What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

**Quality Policy statement of the college**: The College strives to provide value-based education to suit contemporary needs making students socially responsible with strong ethical concerns.

**Role of the Management:** The Academy of General Education as the top Management body gives general guidelines to the Principal regarding his/her responsibilities and roles. The information thus communicated is, in turn, brought to the notice of teaching and non teaching staff members. Major plans are discussed and finalized at Management level and academic plans are finalized through the meeting of College Trust, Principal, all H.O.Ds. and interaction with the students.

**Role of the Principal:** The role of the principal is to facilitate coordination and cooperation from the faculty and students in organizing activities of the college by adopting a policy of transparency in decision making and effective implementation.

Role of faculty is to:
- provide personal, psychological and career counselling to the students.
- guide and co-ordinate co-curricular and extra-curricular activities.
- perform duties as examiner, paper setter, moderator in the college and University examinations.
- Work for the all-round development of the college.

### 6.1.3. What is the role of the leadership in ensuring?

**-The policy statements and action plans for fulfilment of the stated mission:**

The policy of the institution is formulated to ensure the fulfilment of the Mission. While formulating the guidelines, methodology and procedures, all concerned academic committees ensure that it is done in line with the Mission statement. The following steps are implemented in order to achieve the desired goal:

- Under the guidance of the Principal, different committees are formed in the Staff Council. Responsibilities are spelled out and thereby given full freedom to execute their plans of action as per the statute and the ordinances of the Delhi University calendar.

- Interaction of the Principal with the students begins with counselling, motivating and disciplining through orientation programs, one-to-one interaction, if need be, meetings with union leaders and other society members.

- Students can easily reach the Principal and the Principal is constantly involved in taking informal feedback from the students.

- Parents are also the stakeholders in the system and are contacted as and when the need arises. They are also invited for the orientation program.

- The Principal's interaction with teachers begins with the first council meeting at the very onset of the session. In this meeting, while discussing the calendar of the academic session, roles and responsibilities are delegated.

- All through the year, the Principal interacts with the staff by calling Department meetings/Society meetings.

- Easy access to the Principal leads to excellent rapport and confidence among teachers. Teachers at times approach the Principal and have one-to-one discussions.

- The Principal is a regular face in the staff room. Her frequent visits to the staff room help resolve small issues instantly and develop teachers' comfort level with her.

- Her rapport with the administrative and non-teaching staff helps in the efficient functioning of the college.

- The leadership is open and receptive to valuable inputs from the stakeholders in the form of suggestions and constructive ideas.

- Suggestion boxes are also placed at strategic places in the college to enable better governance.

- Whenever the need arises for upgrade, the teachers are urged to attend workshops, seminars, and conferences organized by the University. The college wholeheartedly supports all kinds of research and innovation projects undertaken by the faculty and sponsored by competent authorities.

- The pursuit of excellence in our college is a day-to-day exercise.

- Teaching tools are constantly upgraded.

- Results are analyzed.

- Training programs for teaching and non-teaching staff are regularly conducted.

- Quizzes and competitions are held regularly in the college.

- Awards are given to outstanding academic achievers.

- Co-curricular and sports achievers are recognized at the annual prize distribution function.

- The backbone of the college is the library which is continuously upgraded with books, journals, magazines and e-books.

All the points discussed above reflect our endeavour for a culture of excellence. The leadership promotes a student-centric approach whereby the students are encouraged to take an initiative in the management of co-curricular activities with faculty members acting as facilitators.

**-Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan:**

The Annual academic plan is prepared before the start of the academic year. The Academic plan chalks out the various curricular, co-curricular and extracurricular activities. The academic plan is duly approved by the Principal.
Action plans are developed, implemented and monitored by the concerned committees/cells/societies constituted by the Staff Council. Similarly, the IQAC will prepare action plans for implementing quality improvements in specific areas. These committees and IQAC enjoy considerable autonomy.

- Development of Institutional Strategic Plan: Major recommendations made by the various committees/cells/societies are discussed at the level of the Staff Council and forwarded to the Governing Body for approval and support and suitable inclusion in the strategic plans of the college.

- Strategic Plans relating to Academic Matters: Development Committee discusses all matters relating to academic planning and reforms and its recommendations are adopted as part of the strategic plan with the approval of the Staff Council. For example, a Curriculum Advisory Council has been formed for this purpose.

- Annual Reviews by IQAC: In terms of the quality policy of the college, IQAC will make an annual review of the policies and procedures of the college and provide inputs for inclusion in the strategic plans of the college.

**Interaction with stakeholders**

- Regular interaction with students through theory and practical classes. The Principal plays the role of a leader with respect to all academic activities. Principal actively participates in interaction with the stakeholders.
- In co-curricular activities such as seminars, workshops, symposia and guest lectures, the Principal participates and interacts with faculty and students.
- In extra-curricular activities like College Day celebrations and Annual Sports Meet, Principal and faculty participate and interact with students and parents.
- The Management interacts with the Principal and faculty members in the meetings and Academy Conventions.
- Principal and the faculty participate in Parent-Teacher's meet and hold interaction regarding students' performance.
- Industrial visits by students are closely monitored by the Principal. The designated faculty does the work of co-ordination.
- In all the extension activities, the Principal takes part and gives necessary guidelines and suggestions.

- **Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders**

The institution has a policy to conduct a need analysis, incorporate the research input for consultations with the stakeholders wherever major decisions are to be taken such as applying for permission for additional intake of students.

- **Reinforcing the culture of excellence**

Students are made to attend a well structured and planned module before the commencement of the academic sessions. This includes the unveiling of institution's history, its Vision and Mission, its culture and best practices. This also includes role and responsibility of students, dress code, discipline, code of ethics and values to be imbibed. A clear picture is given to students on the do's and don'ts. The various facilities, provisions and opportunities available for their personality development are made known to them. Student activities and performances are monitored properly and in case of necessity, counselling is done.

- **Champion organizational change**

- The institution very strongly and sincerely believes in bringing positive and needy changes in all spheres of academic activities keeping pace with attitude and willingness to change.

- The institution initiates organizational changes, keeping in mind the demands of a changing society, the timely requirements of students and parents who desire an education that is in synchronization with global changes.
- This policy and attitude of the institution has made it the change-agent initially and is now trying to emerge as a champion of organizational change.

**6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?**

The college has a very active and vibrant Staff Council to ensure effective implementation of the plans and policies and improve thereupon from time to time, within the broader framework of University Rules.

The institution follows the following procedure in order to monitor and evaluate policies and plans for effective implementation and improvement from time to time.

- When new policies and plans are made, a clear guideline with objectives, methodology, process of execution, feedback and analysis or review is carried out.
- Based on feedback, analysis and review, corrective actions are initiated for improvement.
- As caution, the new policies are introduced initially on a trial basis, where new and old systems run concurrently.

The IQAC follows a standard procedure to monitor and evaluate policies and plans for effective implementation.



Under the Strategise-Implement-Analyse-Review cycle (SIAR). There are periodical review meetings held.

The college has also conducted audits for all the policies at regular time gap. There are meetings conducted by HOD's to analyse the policies created and also review if any changes are required. Based on this meetings held, the quality assurance cell gives its suggestions and recommendations to the committee that manages the policies created. This management will turn these recommendations and suggestions into plans of action. There is also regular review of these plans of action for better and more effective implementation of policies.

### 6.1.5. Give details of the academic leadership provided to the faculty by the top management?

The Management organizes an annual convention every year, where in the faculty are given tips and guidance for academic leadership. Faculty members are encouraged to participate in Refresher and Orientation courses to enhance their quality of teaching. They are encouraged to organize seminars, conferences and workshops. Books, journals and magazines in the library are purchased as suggested by the faculty members. Teachers are allowed to arrange study tours, field studies and industrial/higher educational institutional visits to train the students in practical knowledge.

### 6.1.6. How does the college groom leadership at various levels?

At the students level the grooming of leadership takes place through a democratically elected Students' Union, led by the College President. Then there are various college societies in which the students take a predominant role in organizing and conducting their activities. For every college society, teacher conveners act as guides, facilitators and mentors for the student office-bearers. NSS is a major platform through which students actively get engaged in community development programs. The basics of leadership, teamwork, cooperation and motivation are learnt by students at this stage. To appreciate the good work done by them and to boost their morale, certificates and commendations are given to students.
Students' Union: The College recognizes the students' union as integral to the strategy of inculcating leadership qualities among students. It works closely with the students' union and involves them in college activities in a significant way.
Departmental and Co-curricular Societies: All the societies of the college have student office-bearers, who work in close cooperation with the concerned faculty coordinators. This enables the students to learn the skills of managing groups and organizing group-based activities.

At the teachers level the college grooms leadership by appointing the faculty members to various leadership positions available within the college, supporting their professional activities, organizing programs aimed at nurturing their leadership qualities. There are a number of administrative positions within the college, which offer considerable degree of autonomy for creative thinking and innovative decision making. Teachers work as Student Welfare Officer, Chief Co-ordinators, conveners, Bursar, Secretary of Staff Council and Public Information Officer  and advisors of various clubs and cells.

### 6.1.7 How does the college delegate authority and provide operational autonomy to the departments / units of the institution and work towards decentralized governance system?

There is a fairly decentralized governance system in place in the college as evident in its democratic functioning through various departmental committees. Teachers-in-charge of the departments perform a coordinating function for the various activities of their departments. On the basis of their Departmental seniority, respective teachers-in-charge are appointed by rotation for a period of one year. During the departmental meetings and even otherwise, the teacher members are free to express their viewpoints vis-à-vis adopting innovative teaching

practices subject to the broader university requirement of course curriculum and pedagogy for the subject. The Staff Council constitutes the various committees viz. Admission committee, Purchase committee, Examination committee, Maintenance committee, etc. for a period of two years in order to ensure smooth functioning of the college.

The principal functions primarily as a custodian of the rules, regulations, directives and guidelines of the university, and facilitator of the implementation of the decisions of the Governing Body as well as the Staff Council and the Committees formed there under. The decisions of the Principal and the Governing Body rely significantly on the recommendations received from the concerned committees as approved by the Staff Council. Teachers are encouraged to develop departments on modern lines in consultation with the Principal. For implementation of plans adopted in the staff meetings, the Principal is aided by committees like IQAC, SWO, Admission committee, Discipline committee, staff council, NSS, etc. All the committee conveners, teachers-in-charge, coordinators enjoy full autonomy within the overall framework of rules, regulations and guidelines of the University of Sambalpur, UGC, and Governing Body. Non-teaching staff and students are also represented in some committees.

### 6.1.8. Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management?

- Teaching staff is given representation in the College Governing Council.
- Strategic plan for activities of the academic year is chalked out by Principal in consultation with staff council and IQAC.
- The Administrative staffs take care of smooth and convenient running of administrative system in collaboration with the Principal and teaching staff.
- Teaching staff gives its opinions in finance and purchase matters.
- Students' welfare Council gives suggestions for organising various activities and competitions.
- Feedback from parents and alumni is collected for improvement of service provided.
- Head of the Department is consulted while recruiting new staff.
- Staff share their views and offer suggestions in Council meeting and staff meeting

### 6.2. Strategy Development and Deployment

### 6.2.1. Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes, the institution has a quality policy. It is developed based on Vision and Mission statement. The quality is maintained through merit based selection of teachers, merit based selection of students for admission to various courses offered by college, giving due weightage to Government and University rules and regulations. Management has given importance in providing all infrastructure facilities for physical, mental and academic progress of stakeholder. Management keeps contact with the institution in all its activities.

The college believes in quality in all academic and administrative aspects. Despite some infrastructural constraints, the teaching and non-teaching staffs are conscious of its responsibility towards the most important stakeholders, i.e. the students. As quality is an evolving construct, conscious efforts towards the incremental improvements in teaching and administrative services are like a work-in-process at the college. The college website remains updated and it keeps the students, faculty and other stakeholders posted on all important notices, circulars and attendance matters.

**6.2.2. Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan?**

Yes.

The perspective plan for development has the following aspects:

- Introduction of interdisciplinary programmes
- Introduction of Add-on courses etc. according to the requirement of time and circumstances
- Holding seminars and conferences on emerging issues
- Extending solar projects further in the campus.

As the present infrastructure is inadequate for meeting the future growth needs, conscious efforts are being made to make use of existing space more judiciously. Additional classrooms are under construction to facilitate the introduction of new courses. The construction of a new administrative wing and cafeteria is in progress. Further, community engagement is an area in which the college is committed to involve itself in a more comprehensive manner in the future. Industry involvement is to be further accelerated by inviting professionals from business and management for interactions with the students to keep them updated about the application side of the subjects taught. The intent is to enhance their competencies for being placed in industry and other organizations or for starting their own entrepreneurial ventures.

**6.2.3. Describe the internal organizational structure and decision making processes.**

**Decision making Process**

The internal structure of the College is defined by the rules, statutes and regulations of the University of Delhi, binding together the Academic and Administrative units, with the Governing Body (GB) as the employer and top management of the Institution.

The Governing Body of the college takes policy decisions on the basis of inputs provided by the Principal, collated from the university and different stakeholders. The decision making process is delegated with an effective monitoring system within which all operational units have the required autonomy for decision making in their respective domains. The Staff Council, which includes all the full-time faculty members, takes decisions as per Ordinance XVIII DU Act. It also appoints the various committees which are responsible for decision making and actions in specified areas. Similarly, individual faculty members are also given the responsibility to act as coordinators of specified activities such as NSS, NCC, Departmental Societies and maintaining the college website. Individual faculty members are also appointed for carrying out specific statutory functions, such as those of being Deputy Superintendents of exams, Internal Complaints Committee, Bursar, Staff Council Secretary, and Public Information Officers for RTI. The Academic Development Committee, that includes all Teachers-in-charge as ex-officio members, serves as the body responsible for deliberations on all academic matters.

The IQAC, which has been set up as per the UGC guidelines, includes five faculty members from different disciplines, one representative from the management committee, representatives of the administrative staff, and external expert/employer/industrialist. One of the senior faculty member acts as the coordinator of this body, with the Principal being the Chairperson. In terms of the quality policy of the college, which is endorsed by the Governing Body, IQAC takes autonomous decisions. Wherever necessary, the good offices of the Staff Council are utilized for giving effect to the IQAC decisions.

# ADMINISTRATIVE CHART OF THE COLLEGE

**PRINCIPAL**

| Academic Bursar | Administrative Burser | Accounts Burser | Librarian |
|---|---|---|---|
| HODs | Head Clerk | Accountant | Asst. Librarian |
| Lecturers | Clerk | | Library Attendant |
| Demonstrators | DEOs | | |
| Technical Staff | Peons | | |
| | Sweepers | | |

**6.2.4. Give a broad description of the quality improvement strategies of the institution for each of the following:**

**Teaching & Learning**

For teaching and learning, the quality improvement strategies of the college have primarily relied upon establishment of ICT methods of teaching. This augments the traditional lecture method. One definite benefit of the ICT method has been the generation of greater interest among the students in the classrooms, leading to more interactive teaching and overall improvement in efficiency.

For improvement in academic performance results are analysed department- and paper-wise to identify the areas that need additional emphasis. To improve students' performance corrective steps such as remedial classes are undertaken. At times peer learning also shows good results.

Efforts are made to provide real-life learning experiences to students by organising field trips, industry visits and ensuring participation in the study trips organised by the university. Experiences of these kinds encourage students to do out of the box's thinking and sensitize them to ground realities of life.

**Research & Development**

Research projects are undertaken by the students and the faculty members from time to time. Students are encouraged to learn research tools and methodology through class assignments, project works/term papers, and mentorship by faculty. In the past two years the college has worked upon two innovation projects and students have immensely benefited. They have acquired skills in writing literature reviews, conducting surveys, and analysing data by using various statistical tools like SPSS, R-Project, etc.

Faculty members have worked on many major and minor projects funded by UGC. The college facilitates these research activities by providing logistics and by timely disseminating of information regarding offers of research projects by various agencies.

To motivate the faculty in research and development, their participation is encouraged in attending conferences, seminars and workshops. The necessary financial support is extended by the college.

**Community engagement**

Students actively participate in community engagement programmes through NSS, and also take joint initiatives with NGOs. Recently, the college has initiated a new project, College-Community Collaboration, in which attempts are made to bring students in direct contact with the community – enabling them to use this platform to utilize their knowledge for the betterment of society. The college frequently invites the local MLA, Councillor, and Collector Jharsuguda to identify areas in which the students and faculty can participate and initiate various social welfare programs. To name a few activities: the college organizes extension lectures on social issues, reaches out to senior citizens, and engages with the less privileged children.

**Huuman Resource Management**

- College has Career Guidance cell. It gives necessary information regarding career options and organizes programmes.
- Scholarship counselling cell provides necessary information to students regarding availability of various scholarships sponsored by Government, Non-Governmental Organizations, caste organizations, charitable institutions etc.
- Training is provided to the students to prepare them for the aptitude test and soft skills.

- Many of the staff members are visiting different institution/industry as guest faculties/consultants/resource persons.
- Some of the staff members co-ordinate the Science and Maths Olympiad exams for High School and PU students.

**Industry interaction**

Industry interaction takes place through the college placement cell and career guidance programs. Experts from industry/academic institutes are periodically called to deliver special lectures and hold workshops so that students have up-to-date knowledge about careers and market conditions. Companies offer jobs and internships to students.

Jharsuguda is an industrial hub and students get scope to visit industries like Vedanta, Bhushan, MCL and the college has made tie-up with Black Diamond Engineering College and the college provides guidance to the students of the latest trends of technical development.

**6.2.5. How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?**

The college is very keen on improving the effectiveness and the efficiency of the institutional process. The faculties themselves are asked to provide their inputs for improving the institutional process. Their inputs are considered and decisions are taken accordingly after the governing body meeting where the ultimate decision is taken.

The Principal of the college is always in constant touch with the Governing Body through regular meetings, for the purpose of reporting the following matters:

- All major purchases
- Major maintenance contracts
- Teaching/non-teaching posts' requirement
- Audit report of the college

- Overall academic performance of the students
- All financial matters are referred to the Governing Body through the Treasurer. Implicitly, all work gets done after due permission from the Governing Body.
- Disciplinary action is taken against erring staff members.
- The Annual Report of the college is an effective way of recording and disseminating information regarding the achievements and activities of the college during the academic session.
- The college Prospectus gives detailed information about the college and courses offered. This is also available on the college website.
- College Notice Boards are prominent. The public address system makes all urgent and important announcements to the students repeatedly as and when necessary. Student's time-table, attendance records, internal assessment, and other significant information are also informed to the students.

### 6.2.6. How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The Management always encourages and supports the involvement of the staff in the improvement of the effectiveness and efficiency of the institutional process. The Management through the Principal ensures the involvement of the staff members in various activities related to the development of the College in the following ways:

- Giving necessary academic freedom to the faculty members.
- Budget for various activities are earmarked and announced.
- The college calendar of events and activities is made at the beginning of the academic session to ensure its smooth functioning.
- Encouraging them to organise seminars, conferences and various activities.

### 6.2.7. Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The following major decisions were taken by the Governing Body of the college during the last year:
1. Renovation and expansion of the college building under RUSA
2. Appointment of management staff
3. Salary hike for Teaching and Non-Teaching staff.

### 6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If "yes", what are the efforts made by the institution for obtaining autonomy?

No, the affiliating university does not make provision for according the status of autonomy to the institution.

**6.2.9 How does the institution ensure that grievances/complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?**

The institution always pays heed to the grievances that turn up in the college. For this purpose there has been a grievance box kept in the college which can be used by the students to tell the college about their grievances. These grievances are taken seriously, analysed and then redressed after a grievance redressal meeting with the principal and its members. The college also has given the authority to the HOD of the respective departments to solve any minor problems that the students report to him directly or to the fellow faculty members of that department.

Compliant with university rules, the college has an effective redressal mechanism in place:

- All complains are immediately forwarded to the relevant Committee for necessary action and redressal.
- The Discipline Committee for students takes prompt action as soon as any complaint relating to student behavior is reported to it.
- The Grievance Redressal Committee addresses individual grievances of staff and students. The Principal frequently gives counselling to the students to address their concerns and apprehensions. The Principal keeps interacting with the faculty to understand and address their issues.
- The Committee against Sexual Harassment is duly constituted as per rules and it promptly looks into all complaints.
- The Anti-Ragging Committee takes its responsibilities very seriously and is vigilant throughout the year, and especially at the beginning of the session.

The college has constituted the following Committees and Cells for reporting and redressing various kinds of complaints of its stakeholders:

- Admission Grievances Committee
- Anti-ragging Committee
- Internal Complaints Committee on Sexual Harassment
- Student Advisory Committee – deals with the Students' Union
- Student Welfare Committee – covers scholarships & fee concessions
- Library Committee
- Maintenance Committee
- Discipline Committee
- Sports Committee

**6.2.10 During the last four years, have there been any instances of court cases filed by and against the institution? Provide details of the issues and decisions of the courts on these.**

NIL

**6.2.11 Does the institution have a mechanism for analyzing student feedback on institutional performance? If "yes", what was the outcome and response of the institution to such an effort?**

At present there is no formal mechanism in place for analyzing student feedback on the college's performance. However, at the informal level:

- Principal and the Administrative Officer/Bursar in their interactions with students solicit feedback regarding their learning and college experience. They respond to students' concerns and suggestions in an appropriate manner.
- Teachers are sensitive to students' concerns and try to address them at individual and Departmental level.
- The college is in the process of laying down a formal mechanism for eliciting students' feedback on college performance under IQAC.

Institution's positive response has resulted in the improvement of infrastructural facilities such as rest room for girls, separate wing in the canteen for girls, new and improved hostel facility and rest room etc.

### 6.3. Faculty Empowerment Strategies

### 6.3.1. What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

The professional development of the teaching and non-teaching staff of the college is ensured through:
- Permitting them to attend orientation/refresher courses conducted by the university and other institutions.
- Non-teaching staff of the college is sent for attending refresher courses/training in administration as and when conducted by the University of Sambalpur and Govt. of Odisha.

**Provisions for Professional Development**
The college offers the following facilities/incentives for the professional development of the staff:
- Grants study leave for undertaking doctoral research, post-doctoral fellowships and other research projects.
- Grants duty leave to attend seminars, workshops, conferences, and to participate in paper-setting.
- Encourages both permanent and temporary staff to attend short-term training programs in specialized areas.
- The college also organizes a variety of in-house orientation/training programs/sessions aimed at the professional development of the staff.

### 6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibilities they perform?

Strategies adopted by the institution for faculty empowerment:
- Orientation programme conducted every year to the new staff members
- Enhancement in pay scales for the Management staff
- Encouragement to do research work
- Mentoring by the experienced faculty
- Encouragement to organise and attend seminars
- Medicare facility for the staff members
- Staff quarters provided

**6.3.3. Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.**

Details on the performance appraisal system of the staff:
- Self appraisal forms are given by the teachers every year to the Principal.
- Staff appraisal by students is collected from the students annually.
- Principal gets the feedback by interaction with the students and staff members.

For performance appraisal of the faculty, there is a self-assessment Performa which obtains information on the following aspects:
- Teaching and academic contribution.
- Participation in seminars/conferences/workshops.
- Research work/paper published.
- Participation in examination and evaluation process.
- Involvement in co-curricular activities.
- Involvement in college administrative work.
- Involvement in Community service.

**6.3.4 What is the outcome of the review of the performance appraisal reports by the Management and the major decisions taken? How are they communicated to the appropriate stakeholders?**

Management reviews the performance appraisal reports and they are communicated to the staff through the Principal.
The outcomes of the review of the performance appraisal reports are:
- Many new methods for better teaching and learning are adapted.
- Infrastructural support for better teaching and learning has also been given.
- This support for better teaching and learning has resulted in the improvement in the scores of the students during their course period.

**6.3.5. What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?**

The welfare schemes available for teaching and non-teaching staff are as per the University and Odisha Govt. Service rules.

**6.3.6. What are the measures taken by the Institution for attracting and retaining eminent faculty?**

The measures taken by the college for attracting and retaining eminent faculty are as per the rules and regulations of the University of Sambalpur. To begin with, the vacancies for the teaching posts are advertised in the national newspapers. This is followed by interviews which are conducted by a selection committee constituted as per the ordinances of the University of Sambalpur.

For personal growth and career development, many opportunities are available to faculty members in the form of:
- Working towards Ph.D. and post-doctoral work.

- Taking up research work from the UGC and other government organization/ industry/ professional bodies.
- Writing books and research papers.
- Attending seminars/conferences/conducting workshops, etc.

## 6.4. Financial Management and Resource Mobilization

### 6.4.1. What is the institutional mechanism to monitor effective and efficient use of available financial resources?

At the beginning of every year a detailed budget is prepared by the Principal in consultation with the Management to monitor the effective and efficient use of financial resources. The following steps are taken:

- The various infrastructural requirements for classrooms, computer labs, and equipment for innovative teaching, library and other requirements are forwarded to the management through Principal.
- The purchases are made according to the budget allocated to them.
- Quotations are invited for expenditure above Rs.50,000 and for expenditure below Rs.50,000 the Principal certifies the rates.

### 6.4.2. What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

Audit report awaited

### 6.4.3. What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.

The major sources of receipts and funding are:

1. UGC grant

2. Management share

3. Fee collection from students

4. RUSA grant

### 6.4.4. Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

**NO**

## 6.5. Internal Quality Assurance System (IQAS)

### 6.5.1. Internal Quality Assurance Cell (IQAC)

**a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?**

Yes.

The institutional policy is to consider IQAC as an important advisory and evaluative body. The IQAC is involved in planning and implementation of institutional plans and programmes. Principal along with IQAC monitors all the events of the college.

The IQAC cell is trying its best for the advancement in the field of teaching and learning. The cell also is giving importance to research and development. The IQAC is responsible for arranging workshops and trainings for the faculties and staff.

The IQAC expects the faculties to follow the academic calendar outlined at the beginning of the session. If there is any divergence from the plan outlined in the academic calendar like syllabus incomplete etc. Then the faculties are advised to take extra classes and make up for it so that the students are not at loss.

**b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?**

The following recommendations of the IQAC are approved by the Governing Body.

| Sl. No | Agenda | Year of Recommendation | Year of Implementation |
|--------|--------|------------------------|------------------------|
| 1. | Operation of the second new hostel "KRISHNA" from the year 2015 | 2013-14 | 2015 |
| 2. | Appointment of teaching and non teaching staff | 2014 | 2015 |
| 3. | Hike in the salary of teaching and non teaching staff | 2011 | 2015 |

**c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.**

Yes, two representatives are considered as members from the local society. They also take part in the deliberations of IQAC and offer constructive suggestions.

a) Dr. Samir Ku. Panigrahi, Professor in English, BDCET
b) Mr. S. K. Dubey, Lecturer in English LN College, Jharsuguda

**d. How do students and alumni contribute to the effective functioning of the IQAC?**

The students and alumni of the college contribute towards the effective functioning of the IQAC by providing feedback about teaching-learning and other processes in the college, they also are asked to give guest lecturers during orientation sessions etc

**e. How does the IQAC communicate and engage staff from different constituents of the institution?**

The decisions of IQAC are communicated through Principal, Members of IQAC, Staff notice board and personal contacts.

**6.5.2. Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.**

Yes, the institution has an integrated framework for Quality assurance of the academic and administrative activities. The college has various Associations to cater to the activities of the students. Report on the quality of the teachers is obtained by the Principal through personal contacts and feedback mechanism. High quality of academic and administrative activities is ensured through:

- Systematic record-keeping and frequent training sessions of the administrative staff to keep them abreast of latest trends, development and technology. They are also sensitized on considerate handling of students and teachers for their various needs.

- The performance appraisal system for the faculty is integrated through result analysis of the students at the end of the semester and, wherever necessary, counselling is provided to students.

**6.5.3. Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.**

Yes. Every year, college conducts enrichment/training programme to the staff members. The teaching faculty is encouraged to attend seminars, conferences, and workshops regularly in order to keep abreast of the current development, and latest trends in teaching-learning processes. From time to time, the administrative staff undergoes the required training.
The impact can be seen through improved results, effective class room teaching, improvement in the student-teacher rapport etc.

**6.5.4. Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?**

Yes, Academic audit in the form of questions/answers is collected from the final year degree students. It is sent to the University. Some of the faculty are members of Board of Studies. Opinions of the students/staff are also sent through them.

**6.5.5. How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?**

The guiding spirit behind the internal quality assurance mechanism at our college is drawn from the National Education Policy and the requirements of the University/UGC/NAAC. The IQAC mechanism is aligned with the external quality assurance agencies in the form of organising many programmes and events to prepare students for higher academic and career options and to make faculties efficient and up-to-date.

**6.5.6. What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?**

- The time-table meetings pertaining to the workload and paper allocation start well in advance of the next academic session with a view to enable the Departmental Heads to work out and allocate the desired subject papers to the teachers. This also enables the teachers to prepare their allocated subject papers well in advance, thereby giving them ample time.

- Each department holds regular meetings to discuss and review issues pertaining to the syllabus covered by each teacher and other academic issues.

- There is a mechanism of regular monitoring of the student attendance. The parents are duly informed when their wards are short of attendance.

- To ensure regularity of classes, the Principal makes regular rounds.

- The Principal is receptive to all kinds of communication from students and teachers alike.

The following institutional mechanisms are in place to review the teaching-learning process.

- Feedback from the students

- Suggestion box

- Direct interaction of the Principal with the students

- Staff meetings

- Academic advisor/mentor system

- PTA meetings

All these things have helped in increasing the teaching-learning output.

**6.5.7. How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?**

The institution communicates its quality assurance policies to its stake holders through PTA meetings, notice boards, personal communication etc. Besides the college prospectus, students' and teachers' notice boards are the other means of staying connected with our stakeholders. An exhaustive and comprehensive Annual Report serves as an important tool to apprise the members of the Governing Body and the University of Sambalpur of the functioning and performance of the college.

At the commencement of the new academic session, an orientation program for the freshers is organized by the college wherein the Principal introduces the students to the rules, regulations, and facilities at the college, and the quality assurance policy.

**Any other relevant information regarding Governance Leadership and Management which the college would like to include.**

No
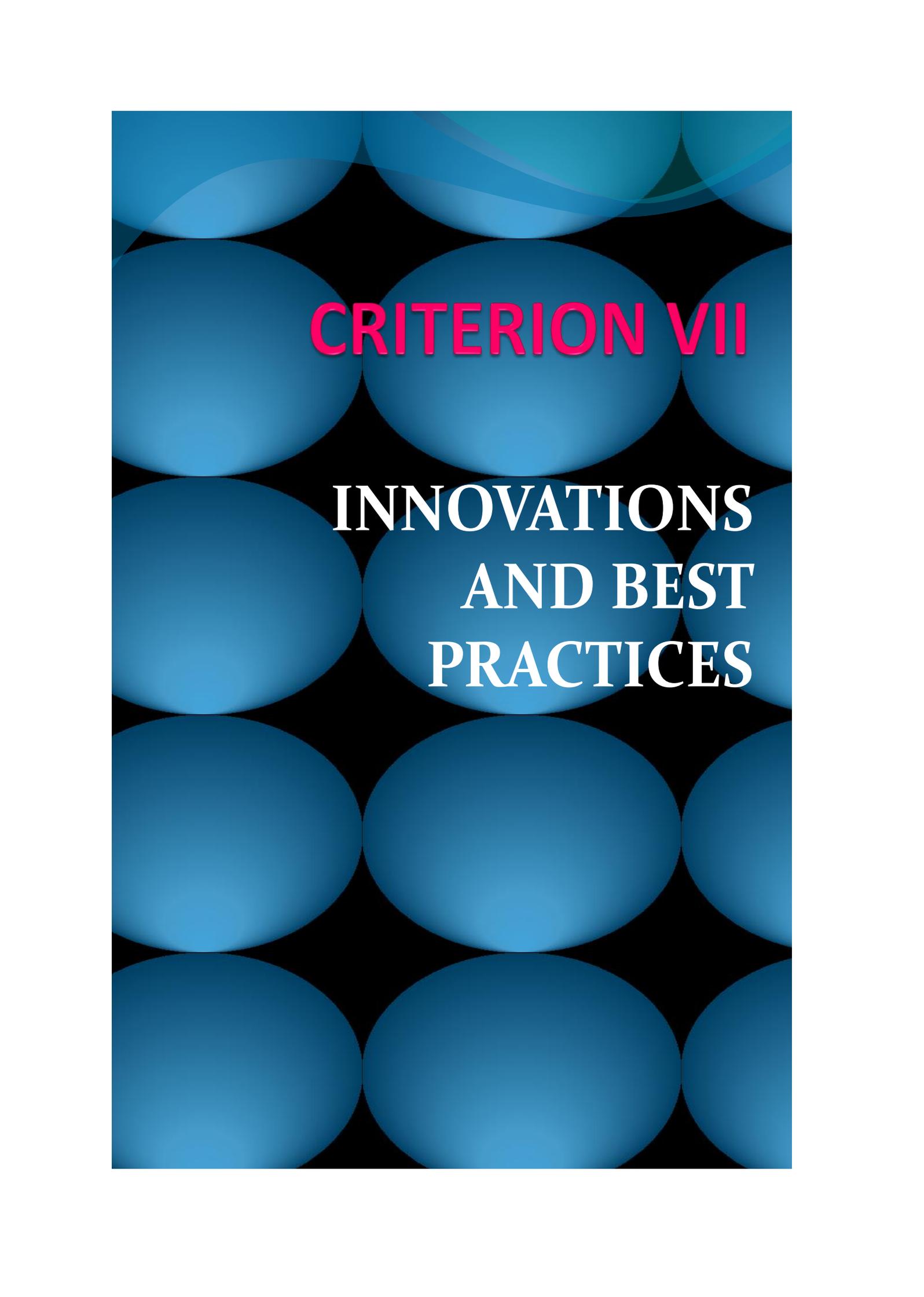
# CRITERION VII

# INNOVATIONS AND BEST PRACTICES

# CRITERIA VII: INNOVATIONS AND BEST PRACTICES

**7.1. Environment Consciousness**

**7.1.1. Does the Institute conduct a Green Audit of its campus and facilities?**

Efforts have been made to create environment consciousness in the campus. One of the progressive practices in Women's College, Jharsuguda is being eco-friendly even though the college functions from small premises while utilizing its limited resources in the best possible manner. NSS students of the college are on the move all through the year to create environmental consciousness through various activities.

The college does not have any formal mechanism for Green Audit but as an academic institution we are aware of the responsibility of conserving the environment and inculcating eco-friendly habits in students. A step in this direction is setting goals in consultation with the students and then striving to achieve them. For example, the college has been declared a "No Plastic Zone". Students put up posters to create awareness and are always vigilant to ensure this ban is effective. Every year, before a new target is set, the group revisits the aims and goals of the previous year to study the fallback and draw inspiration from the work well accomplished.

**7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?**
**Energy conservation:**
- The use of electricity is regulated.
- Switching off of electrical devices are monitored and centralized switches for switching off the lights and fans of classrooms which are not in use is practised.

**Use of renewable energy:**
Planning is being made to install solar system in the college campus shortly.

**Water harvesting**
The College has recently taken initiative to install a rain water harvesting system.

**Check dam construction:**
Not applicable.

**Efforts for carbon neutrality**
N.A.

**Plantation**
We have scarcity of open space, playgrounds, etc. but these constraints have not stopped us from maintaining two small beautiful parks which are meant only for plant growth and display.

**Hazardous waste Management:**
- The use of plastic bags by the students is discouraged.
- The disposal of chemicals and chemical containers are done according to the Government laws.
- It has been made compulsory for the administrative staff to print documents for proofreading only on used paper.

**e-waste:**
- Re-cycling of e-waste is handled by the Department of Computer science.

**7.2. Innovations**

**7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.**

Innovation 1: Introduction of ICT in teaching and learning
The college and its IQAC realize the need of ICT in teaching and learning. This is the reason why the faculties are asked to use PowerPoint presentations, chars etc for teaching and learning. The college also conducts workshop for faculties to make them understand ICT better. This also has made the students more interested in listening to lectures in class.
Innovation 2: CC cameras have been installed at strategic points.

**7.3. Best Practices**

**7.3.1. Elaborate on any two best practices as per the annexed format which have contributed to the achievement of the Institutional Objectives and/or contributed to the Quality improvement of the core activities of the college.**

**Best practice: 1**
**1. Title:**
**INVOLVEMENT OF STUDENTS AND STAFF IN EXTENSION ACTIVITIES**
**2. Goal:**
- To inculcate social responsibility among the students of our college.
- To promote we-belongingness and develop inter-personal communicative competency
**3. Context:**

Social responsibility as an ethical framework is the dire need of today's society. As the conscious citizens of the country, we have bounden duty to see that our activities finally benefit the society at large. Students need to be sensitive towards social and environmental problems which are burning issues today. Motivation towards such issues will have a positive impact on the development of individual and society.

**4. The practice:**
- The extension activities of the College aim to address the community issues by sensitizing the youth and public through awareness programmes such as lectures, power point presentations, Street plays, demonstrations etc.
- Students and teachers go to schools as resource persons with posters and PPTs
- To educate them on various topics like Health and Hygiene, Environmental awareness, waste management, prevention of AIDS, Women safety, Empowerment of women etc.
- To develop scientific temper and to create interest in science through experiments.
- Programmes are often held in the College making use of our well equipped lab and industrial tour and teachers to update their knowledge. Science exhibitions, workshops, Origami classes, Basic Phonetics course in English for Montessori teachers etc. are organised by the college.
- The NSS and Youth Red Cross are actively involved in extension activities such as Annual Blood Donation Camps, 'Swachchata Abhiyan', Pulse Polio movement etc. NSS students conduct camps in schools in nearby villages in which they interact with the community. They further conduct a follow-up programme and develop a cordial relation with the community.

**5. Evidence of success:**
- Hearty response and feedback from the villagers and community. It acts like a link between the community and the College.
- School students have come to our College seeking admission after being inspired by these programmes.

**6. Problems:**
Difficulty in finding slots when both the college and the schools are free, to engage in these activities.

**Best practice 2:**
**1. Title**
**MENTOR/ACADEMIC ADVISOR SYSTEM**
**2. Objectives:**
- To closely monitor the overall development of each student.
- To involve the parents in the progress of their wards.

**3. Context:**

This practice provides a forum for the teachers and students to discuss their problems and to redress the grievances if any. Personal attention is given to students/wards.

**4. Practice:**
- Each teacher is in-charge of approximately 20-30 students.
- A cumulative record is maintained for every student.
- The teacher/mentor periodically calls the students and their parents and enquires about their academic and personal well being.
- This provides an opportunity for both the students and the teacher to interact freely.
- Whenever there is any problem, it is attended to. The mentor/academic advisor plays a major role in motivating the wards.

**5. Evidence of success:**

- Many students have come up with problems and were able to solve them with the help of the mentors.
- Better performance in the examinations.
- Regularity in attending classes.
- The interactions enable the mentor to assess the family background, mental calibre, financial situation of the wards and recommend them for remedial classes, scholarships etc.

**6. Problems:**

Parents, though initially reluctant to visit the college for various reasons, they do make an effort to visit the college frequently after due persuasion.
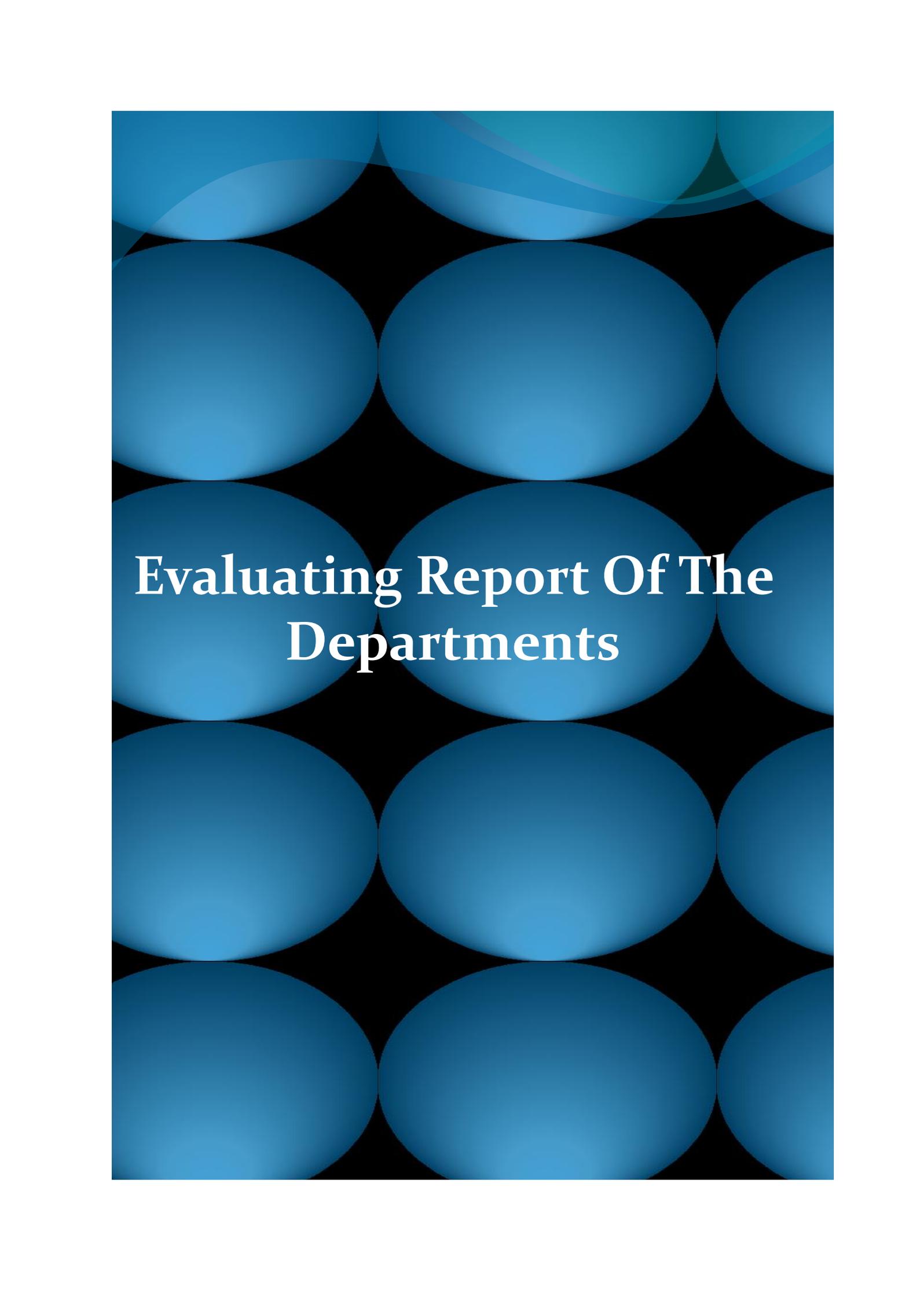
# Evaluating Report Of The Departments

# EVALUATIVE REPORTS OF THE DEPARTMENTS

## Evaluating Report of Hindi Department

1. **Year of establishment**          :1982 / Hons – 1992
2. **Name of the programme**          : B.A. Hons (Three years course)
3. **Name s of interdisciplinary courses and the departments units involved**          **:** Nil
4. **System of the course**          : Annual
5. **Participation of the department in the courses offered by other departments**          : B. Sc
6. **Courses in collaboration with other universities, industries, foreign institutions etc**          : Nil
7. **Number of Teaching Posts.**

| Name of the Post | Sanctioned | Filled | Vacant |
|---|---|---|---|
| Professor | - | - | - |
| Reader | 01 | - | 01 |
| Lecturer | 02 | 02 | Nil |

8. **Faculty Profile**

| Sl No | Name | Qualification | Designation | Specialisation | Year of joining | Publication |
|---|---|---|---|---|---|---|
| 1 | Dr. V. Ramalakshmi | M.A., Ph. D | Lecturer | Literature & Psycho analysis | 19.11.1992 | - |
| 2 | Dr. M. Soni | M. A., Ph. D | Lecturer | Comparative literature | 7.9.1994 | Seperate sheet is attached |
| 3 | Ms. Diksha Dikshit | M. A. | Lecturer (contractual) | Auto Biographies | 14.9.2015 | - |

9. **List of the senior visiting faculty** :
10. **Percentage of lectures delivered and practical classes handled by temporary faculty**          : 33%
11. **Student teacher ratio**          : 1:17
12. **Number of technical and administrative staff: sanctioned and filled**          : Nil
13. **Number of faculty with ongoing projects**
   a) National  b) international fun ding agencies and grants received
      Dr. Meena Soni – applied for a minor research project – sent to UGC

**14. Departmental projects funded by UGC** : Nil

**15. Research centre/facility recognised by the university** : Nil

**16. List of Research publications in Journals** :

| Name of faculty | Title of the paper/book | Name of the Journal | ISSN/ISBN No | Year of publication |
|---|---|---|---|---|
| Dr. Meena soni<br><br>Lect in<br><br>Hindi | Punarnava: Ek Chir Prasangik Rachna | Hazari Prasad Dwivedi (Books) | ISBN-81-8135-050-2 | |
| | Karyalayeen Hindi aur Anuvad | | ISBN—81-88570-88-5 | |
| | Ikkisvee Sadi ke Hindi Sahitya mein Nav Vimersh | | ISBN-978-93-81317-87-7 | |
| | Odia Kahani aur Vikalanga Chetna | Khatha Sahitya mein Vikalanga Vimarsh (Book) | | |
| | Hindi Shikshan; Sabda kosh ki Bhumika | Lok Yagya<br><br>Jan, Feb & March-2012 issue` | ISSN-2249-1635 | |
| | Hindi ke Dharm Yodha: Father Kamil Bulke | Vikash Sanskruti | ISSN- 2231-5993 | |
| | Ispat Yudyog aur Rastra Nirman | Vikash Sankruti | ISSN-2231-5993 | |
| | Prem chand aur Phakir Mohan ke Upanyason mein Samaj ke Badalte rup | Sodh Prabandh by Dr. Meena Soni<br><br>Publisher: Pankaj Books | ISBN-81-8135-059-6 | 2011 |

| | | New Delhi | | |
|---|---|---|---|---|
| | Sahityakar Dr Vishnu Pankaj | Editor: Dr. Meena Soni | ISBN-978-81-86121-84-6 | 2016 |
| Dr. Vedula Ramalakshmmi Lect in Hindi | Anahar Commissioner ki Report Translated by Dr. Vedula Ramalakshmi Original Story by Dr. Hrishikesh panda | Viswa Mukti (Bi monthly Hindi journal from Bhubaneswar | | 2013-14 |

17. **Areas of consultancy and income generated** : Nil

18. **Areas of consultancy and income generated** : Nil

19. **Faculty as members in** –

**Dr. Vedula Ramalakshmi**

a) VISHWAMUKTI – (a bimonthly Hindi literary magazine)

b) Zilla Saksharata Samiti

c) District Cultural association

d) Joint coordinator NAAC & RUSA

e) Member IQAC

**Dr. Meena Soni**

a) Board of studies +3 level – Auto Govt college Rourkela

b) Board of studies +3 level – S.K.DAV college, Titlaghar

National committees

a) Bhartiya Hindi parishad, Lukhnow University

b) Prantiya adhyaksh – Vikas sanskriti (journal : ISSN No 2231-5993)

c) Akhil bhartiya viklaang chetna parishad, Raipur

20. **Awards/ Recognitions received by faculty and students** :

**Dr. Vedula Ramalakshmi :**

h) Resource person at Dr. Baba Saheb Ambedkar Marathwada University, Aurangabad

i) Qualified National Trainer on soft skills from Junior Chamber International

j) Qualified Inter National Trainer of soft skills from JCI University USA

k) Trained more than 10,000 professionals including CAs, Doctors, Business men, entrepreneurs, Professors, teachers and students from 10 states
l) Delivered motivational lectures for reputed organizations
m) Gives running Commentary for the famous Jagannath Rath Yatra from Puri
n) Expert panel member of DD Odia, DD Bharati and DD National

**Dr. Meena Soni**

f) Recognised as Ph.D. Guide for Hindi from Sambalpur University
g) Recognised as Ph.D. guide from J.J.T University, Mumbai.
h) Sahitya Bhusan Samman from Akhil Bharatiya Sahitya kala Manch, Muradabad, Utter Pradesh
i) Acharya Hazari Prasad Dwiwedi, Rastriya Samman by Bilashpur Sahitya Sanskruti and Govt. Of Chhatisgarh, Bilaspur
j) Rastriya Samman from Akhil Bhratiya Vikalang Chetana Parisad Raipur.

**Students**

a) 2012 – Neelam Soni – University Topper
b) 2012 - Pratibha Pandey – University $2^{nd}$
c) 2012 – Girija Bai Sharma – University $4^{th}$ Rank
d) 2012 – Rujita Tiwari – University $5^{th}$ Rank
e) 2012 – Samata Yadav – University $6^{Th}$ Rank
f) 2014 – Bandana Chouhan – University $5^{th}$ Rank
g) 2015 – Chanchal Ku Sha – University $3^{rd}$ Rank

21. **List of eminent academicians and scientists/visitors to the department**:
   a) Dr. Shankarlal Purohit
   b) Prof. Murarilal Sharma
   c) Dr. Satya Prakash Tiwari

21. **Seminars/Conferences/Workshops organized**:

| S No. | TOPIC | Date/YEAR |
|---|---|---|
| 1. | Mannu bhandari ke katha sahitya mein manveeya samvedna | 2/8/12 |
| 2. | Maithilisharan Gupt ke kavya mein rashtriya chetna – Saket evam Yashodhara ke vishesh sandarbh mein | 14/9/12 |
| 3. | Hindi sahitya meinvaishnav bhakti andolan ki parampara | 26/11/12 |
| 4. | Mahadevi Verma ke "Smriti ki rekhaye" mein nari chetna ka yatharth | 12/8/2013 |
| 5. | Nirala ke kavya mein nirasha evam avsad ka swar – Saroj smriti ke vishesh sandharbh mein | 14/9/13 |
| 6. | Dinker ke kavyon mein nari patra yojna | 19/11/13 |
| 7. | Hindi Atma katha evam "EK kahani yah bhi" | 8/8/14 |
| 8. | Ahindi bhashi rajyon mein prashasnic hindi ki sthiti | 14/9/14 |

| 9. | "Rashmirathi" ke patron ka manovishleshnatmak adhyayan | 19/12/14 |
|---|---|---|
| 10. | Premchand ki "Karmabhoomi" mein rajnaitik va samajik chetna ka swar | 30/7/15 |
| 11. | Vigyapan aur Hindi | 14/9/15 |
| 12. | "Varun ke bête" upanyas mein anchlikta evam samajik chetna | 30/11/15 |

## 22. Student profile programme/course wise:

| Name of the course | Year | Students enrolled | Percentage of pass |
|---|---|---|---|
| B. A. Hons Hindi | 2011 – 12 | 16 | 100% |
| B. A. Hons Hindi | 2012 – 13 | 16 | 100% |
| B. A. Hons Hindi | 2013 – 14 | 17 | 100% |
| B. A. Hons Hindi | 2014 - 15 | 17 | 100% |

## 23. Details of Infrastructural facilities:

### Library

College does not have a separate Departmental library, but the college library is well equipped with journals, reference books, Xerox facility and issue, return of books is automated with OPAC search facility

Number of books : 1033

a) Internet facilities for staff and students
b) WiFi facility is available in the college premises
c) Class rooms with ICT (4 Numbers)
d) Laboratories : NA

## 24. Number of students receiving financial assistance from the college, university, government and other agencies - Nil

## 25. Details on student enrichment programmes (special Lecturers / workshop / seminar with external experts:

a) Remedial courses are organized from time to time guest Lecturers, seminars and workshop are also organised.
b) Poem writing, story writing, storytelling, poem recitation, literary quiz, essay writing and one act play competitions are organised.
c) Movies and short films based on famous authors and poets from the course books are screened on LCD projector in classrooms.

## 26. Teaching methods adopted to improve student learning.

a) IT tools are used in class rooms.
b) PPTs, video recordings are played.
c) Interactive lecturers.
d) Group discussions are encouraged.
e) Leadership and team building is inculcated inside the class rooms.
f) Reading material is provided followed by discussion.

**27. Participation in institutional social responsibility (ISR) & extension activities**:
   a) Faculty members of the department are actively engaged in NSS and other extension activities.
   b) Workshops on developing interpersonal skills.
   c) The NSS wing of the college is active and students are involved in Swachh Bharat Abhiyan. Visit villages and places require service.

**28**. **SWOT analysis of the department and future plans:**

**Strengths**
- The department has very active and supportive faculty that maintains a strong bond and a high level of interaction with the students as well as with each other.
- The department has a strong focus on quality teaching with a faculty that excels in teaching students at all levels.
- The faculty of the department has adopted varied teaching methodologies to make the classroom environment receptive and non threatening for its students.
- To address to the needs of weak students the department also holds special remedial classes.
- The students are encouraged to explore beyond their prescribed curriculum by exposing them to various seminars and talks that are a regular feature of the department.
- Student's interest in department programmes is very strong.
- The department is strongly student centred and focused.
- Also to help them relate their course work with experiential knowledge regular screening of the plays and short films are undertaken.


**Weaknesses**
Course prescribed at the +2 level is inadequate to lay the foundation for the +3 Hindi Honours course.

**Opportunities**
   a) Hindi being the official language of the country students who have taken up Hindi as Honours have high rate of employability.
   b) They have immense scope as Translators, Hindi Officers, Script writers for TV and Advertising agencies as well as Journalism.

**Challenges**
   a) Students from diverse backgrounds come with different expectations from an honours course.
   b) Sometimes it becomes difficult to veer their interest from language to a purely literature course.

**Future Plans**
  a) Department has initiated the process of introducing Post Graduation in Hindi.
  b) Initiated the process to conduct a National Seminar.
  c) Department process to organize Language Proficiency Workshop and Literary works of India based on folk literature

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# Evaluating Report of Odia Department

1. **Year of establishment**          :1982 / Hons – 1992
2. **Name of the programme**          : B.A. Hons (Three years course)
3. **Name s of interdisciplinary courses and the departments units involved**          **:** Nil
4. **System of the course**          : Annual
5. **Participation of the department in the courses offered by other departments**          : B. Sc, B. Com.
6. **Courses in collaboration with other universities, industries, foreign institutions etc**          : Nil
7. **Number of Teaching Posts.**

| Name of the Post | Sanctioned | Filled | Vacant |
|---|---|---|---|
| Professor | - | - | - |
| Reader | 01 | 01 | - |
| Lecturer | 03 | 02 | 01 |

8. **Faculty Profile**

| Sl No | Name | Qualification | Designation | Specialisation | Year of joining | Publication |
|---|---|---|---|---|---|---|
| 1 | Dr. B. Dash | M.A., M.Phil., Ph. D | Reader | Fiction | 7.1.1984 | - |
| 2 | Mrs. K. Mishra | M. A., M. Phil | Lecturer | Drama | 28.8.1993 | - |
| 3 | Mrs. M. Pradhan | M. A. | Lecturer | Modern Poetry | 10.9.2015 | - |
| 4. | Mr. N. Ratha | M.A. M. Phil | Lecturer Contractual | Modern Poetry | 10.9.2015 | - |

9. **List of the senior visiting faculty** : Nil
10. **Percentage of lectures delivered and practical classes handled by temporary faculty** : 25%

**11. Student teacher ratio** : 1:13

**12. Number of technical and administrative staff: sanctioned and filled** : Nil

**13. Number of faculty with ongoing projects  : Nil**

**14.Departmental projects funded by UGC** : Nil

**15. Research centre/facility recognised by the university** : Nil

**16. List of Research publications in Journals** : Nil

**17. Areas of consultancy and income generated** : Nil

**18. Faculty as members in** –

a) Dr. B.Dash - Editor – Drishti (College Magazine)

**19. Awards/ Recognitions received by faculty and students** :
   **Students**
   **b)** 2012 - Sanjukta Jaipuria – University 10$^{th}$ Rank

**20**. **List of eminent academicians and visitors to the department**:
   a) Dr. Pradip Kumar Panda – Reader, L. N. College
   b) Dr. Samar Muduli – Sambalpur University
   c) Dr. Ashok Dash – Sambalpur University

**21**. **Seminars/Conferences/Workshops organized & the source of funding** :

| Sl No | Title of the seminar | Date |
|---|---|---|
| 1 | Swadhinata Parabarti odia Nataka | 29.9.2012 |
| 2. | Gangadharankara kabyare Upama-Eka Adhayana | 24.11.2012 |
| 3 | Upendranka kabyare pandityata O Bahudarshita | 12.1.2013 |
| 4 | Radhanathnka Kabyare Paschatya Prabhaba | 25.9.2013 |
| 5 | Manoranjananka parikshyadharmi Nataka | 16.11.2013 |
| 6 | Gangadharankara kabyare Prakruti Chitra | 24.1.2014 |
| 7 | Swadhinata Parabarti odia kabitare Myth chetana | 18.9.2014 |
| 8 | Kalindi charananka galpa samuha | 22.11.2014 |
| 9 | Phakir Mohananka Chha'mana Athagunthare samaja Chetana | 10.1.2015 |
| 10 | Gangadharankara kabya Pratibha | 12.9.2015 |
| 11 | Surendra Mohantynka Samajika Upanyasa | 28.11.2015 |
| 12 | Adhunika Odia kabitare Loka Upadana | 6.1.2016 |

**22. Student profile programme/course wise** :

| Name of the course | Year | Students enrolled | Percentage of pass |
|---|---|---|---|
| B. A. Hons Odia | 2011 – 12 | 16 | 100% |
| B. A. Hons Odia | 2012 – 13 | 16 | 100% |

| | | | |
|---|---|---|---|
| B. A. Hons Odia | 2013 – 14 | 19 | 100% |
| B. A. Hons Odia | 2014 - 15 | 19 | 100% |
| B. A. Hons Odia | 2015 – 16 | 16 | 100% |

**23**. **Details of Infrastructural facilities**:

     **Library**

College does not have a separate Departmental library, but the college library is well equipped with journals, reference books, Xerox facility and issue, return of books is automated.

Number of books: 1959

     **c)** Internet facilities for staff and students

     **d)** WiFi facility is available in the college premises

     **e)** Class rooms with ICT : Nil

     **f)** Laboratories : NA

**24**. **Number of students receiving financial assistance from the college, university, government and other agencies**: Nil

**25**. **Details on student enrichment programmes special Lecturers, seminar with external experts**:

     **a)** Remedial courses are organized from time to time guest Lecturers, seminars and workshop are also organised.

     **b)** Poem writing, story writing, storytelling, poem recitation, literary quiz, essay writing and one act play competitions are organised.

**26**. **Teaching methods adopted to improve student learning**.

     **a)** Interactive lecturers.

     **b)** Group discussions are encouraged.

     **c)** Leadership and team building is inculcated inside the class rooms.

     **d)** Reading material is provided followed by discussion.

**27. Participation in institutional social responsibility (ISR) & extension activities**:

     **a)** Faculty members of the department are actively engaged in NSS and other extension activities.

     **b)** Workshops on developing interpersonal skills.

     **c)** The NSS wing of the college is active and students are involved in Swachh Bharat Abhiyan. Visit villages and places require service.

**28. SWOC analysis of the department and future plans:**

**Strengths**

- The department has very active and supportive faculty that maintains a strong bond and a high level of interaction with the students as well as with each other.

- The department has a strong focus on quality teaching with a faculty that excels in teaching students at all levels.
- The faculty of the department has adopted varied teaching methodologies to make the classroom environment receptive and non-threatening for its students.
- To address to the needs of weak students the department also holds special remedial classes.
- The students are encouraged to explore beyond their prescribed curriculum by exposing them to various seminars and talks that are a regular feature of the department.
- Students interest in department programmes is very strong.
- The department is strongly student centred and focused. Field and outstation trips are organized to expose them to the larger world of literature.
- Also to help them relate their course work with experiential knowledge regular visits to screening of the plays are undertaken.

**Weaknesses**

As the students are focused only in Odia language they are not showing interest in communication skills in English language and are far behind to cope up with the latest technology.

**Opportunities**

a) Odia being the language of the state, students who have taken up Odia as Honours have high rate of employability as teachers, journalists in the state, editors of reputed news papers and magazine.

b) They are capable to preserve the cultural heritage of Odisha as Odisha has a rich cultural heritage.

**Challenges**

Students from diverse backgrounds come with different expectations from an honours course. Sometimes it becomes difficult to veer their interest from language to a purely literature course.

**Future Plans**

a) Planning to open PG in the department.

b) Department process to organize Language Proficiency Workshop and Literary works of India based on folk literature.

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# Evaluating Report of English Department

**01. Year of establishment**  :1982

**22.Name of the programme**  : as compulsory subject for B.A., B.Bsc., B.Com(Three years course)

23. **Name s of interdisciplinary courses and the departments units involved** : Nil
24. **System of the course** : Annual
25. **Participation of the department in the courses offered by other departments** : All the departments
26. **Courses in collaboration with other universities, industries, foreign institutions etc** : Nil
27. **Number of Teaching Posts.**

| Name of the Post | Sanctioned | Filled | Vacant |
|---|---|---|---|
| Professor | - | - | - |
| Reader | 02 | 02 | - |
| Lecturer | 01 | 01 | - |

28. **Faculty Profile**

| Sl No | Name | Qualification | Designation | Specialisation | Year of joining | Publication |
|---|---|---|---|---|---|---|
| 1 | Mr. Lambodar Patel | M.A. | Reader | Linguistics | 26/9/1983 | - |
| 2 | Mrs. Balbinder Kaur | M. A. | Reader | Linguistics | 28/8/1984 | - |
| 3 | Ms. Nibedita Patel | M. A. | Lecturer | | 9/9/2015 | - |

29. **List of the senior visiting faculty** : Nil
30. **Percentage of lectures delivered and classes handled by temporary faculty** : Nil
31. **Student teacher ratio** : 139:1
32. **Number of technical and administrative staff: sanctioned and filled** : Nil
33. **Number of faculty with ongoing projects**
   b) National  b) international funding agencies and grants received
      Ms. Nibedita Patel – M. Phil (Ongoing)
34. **Departmental projects funded by UGC** : Nil
35. **Research centre/facility recognised by the university** : Nil
36. **List of Research publications in Journals** : Nil
37. **Areas of consultancy and income generated** : Nil
38. **Faculty as members in** –
   **Mrs. Balbinder Kaur**
   a) Senate – Sambalpur University

**Awards/ Recognitions received by faculty and students** : Nil

**20. List of eminent academicians and scientists/visitors to the department**:

    a) Prof. Sabita Tripathy – Prof. Sambalpur University, Dept. of English

    b) Prof. S. K. Dubey – Reader In English, L. N. College

    b) Dr. S. M. Purohit – Lecturer in English, L. N. College

**21. Seminars/Conferences/Workshops organized**:

| Sl No | Title of the seminar | Date |
|-------|----------------------|------|
| 1 | Ammu, a victim of male domination | 18/09/13 |
| 2 | Meaning of two roads in Road not taken | 11/12/13 |
| 3 | Stigma of society towards astrology | 06/08/14 |
| 4 | Callousness of male character in the God of small things | 25/11/14 |
| 5 | Cry for freedom in Why the caged bird sings | 15/09/15 |
| 6 | Innocence of the child verses the complexity of grandfather in Handful of dates. | 02/12/15 |

**22. Student profile programme/course wise** :

| Name of the course | Year | Students enrolled |
|--------------------|------|-------------------|
| B. A. | 2011 – 12 | 128 |
| B. A.<br>B. Com. | 2012 – 13 | 128<br>20 |
| B. A.<br>B. Com.<br>B. Sc. | 2013 – 14 | 128<br>57<br>28 |
| B. A.<br>B. Com.<br>B. Sc. | 2014 - 15 | 128<br>45<br>32 |
| B. A.<br>B. Com.<br>B. Sc. | 2014 - 15 | 128<br>43<br>32 |

**23. Details of Infrastructural facilities**:

    **Library**

College does not have a separate Departmental library, but the college library is well equipped with journals, reference books, Xerox facility and issue, return of books is automated with OPAC search facility

Number of books: 934

    a) Internet facilities for staff and students

    b) WiFi facility is available in the college premises

    c) Class rooms with ICT  - 04

d) Laboratories : NA

24. **Number of students receiving financial assistance from the college, university, government and other agencies - Nil**

25. **Details on student enrichment programmes (special Lecturers / workshop / seminar with external experts:**
   **a)** Remedial courses are organized from time to time guest Lecturers, seminars and workshop are also organised.
   **b)** Poem writing, story writing, storytelling, poem recitation, literary quiz, essay writing and one act play competitions are organised.
   **c)** Movies and short films based on famous authors and poets from the course books are screened on LCD projector in classrooms.

26. **Teaching methods adopted to improve student learning.**
   **a)** IT tools are used in class rooms.
   **b)** PPTs, video recordings are played.
   **c)** Interactive lecturers.
   **d)** Group discussions are encouraged.
   **e)** Leadership and team building is inculcated inside the class rooms.
   **f)** Reading material is provided followed by discussion.

27. **Participation in institutional social responsibility (ISR) & extension activities**:
   **a)** Faculty members of the department are actively engaged in NSS and other extension activities.
   **b)** Workshops on developing interpersonal skills.
   **c)** The NSS wing of the college is active and students are involved in Swachh Bharat Abhiyan. Visit villages and places require service.

28. **SWOC analysis of the department and future plans :**
**Strengths**
- The department has very active and supportive faculty that maintains a strong bond and a high level of interaction with the students as well as with each other.
- The department has a strong focus on quality teaching with a faculty that excels in teaching students at all levels.
- The faculty of the department has adopted varied teaching methodologies to make the classroom environment receptive and non threatening for its students.
- To address to the needs of weak students the department also holds special remedial classes.
- The students are encouraged to explore beyond their prescribed curriculum by exposing them to various seminars and talks that are a regular feature of the department.
- Student's interest in department programmes is very strong.
- The department is strongly student centred and focused.

- Also to help them relate their course work with experiential knowledge regular screening of the plays and short films are undertaken.
- The Department gives importance to spoken English; students are directed to interact in English inside as well as outside the campus.

**Weaknesses**

Majority of the students belongs to the vernacular medium, which makes it quite difficult to interact and make them understand the language.

**Opportunities**

English being the medium of instruction we are enabling the students to participate in the process of Globalization and employment.

**Challenges**

Students from diverse backgrounds come with different expectations. Sometimes it becomes difficult to veer their interest for the language as well as for the literature.

**Future Plans**

a) Department has initiated the process of introducing Honours.
b) Initiated the process to conduct a National Seminar.
c) Department process to organize Language Proficiency Workshop and Literary workshops.
d) Plan to open an English language lab.

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# Evaluating Report of Economics Department

1. **Year of establishment**            :1982 / Hons – 1992
2. **Name of the programme**            : B.A. Hons (Three years course)
3. **Name s of interdisciplinary courses and the departments units involved**            **:** Nil
4. **System of the course**            : Annual
5. **Participation of the department in the courses offered by other departments**            : B.A.
6. **Courses in collaboration with other universities, industries, foreign institutions etc**            : Nil
7. **Number of Teaching Posts.**

| Name of the Post | Sanctioned | Filled | Vacant |
|---|---|---|---|
| Professor | - | - | - |
| Reader | 01 | - | 01 |
| Lecturer | 01 | 01 | Nil |

## 8. Faculty Profile

| Sl No | Name | Qualification | Designation | Specialisation | Year of joining | Publication |
|---|---|---|---|---|---|---|
| 1 | Mrs. L. goswami | M.A., M. Phil | Lecturer | - | 5.12.1992 | - |
| 2 | P. Meenakshi Kalyani | M. A. M. Phil | Lecturer Contractual | - | 14.9.2015 | - |

**9. List of the senior visiting faculty** : Nil
**10. Percentage of lectures handled by temporary faculty** : 50%
**11. Student teacher ratio** : 1:17
**12. Number of technical and administrative staff: sanctioned and filled** : Nil
**13. Number of faculty with ongoing projects**
**14.Departmental projects funded by UGC** : Nil
**15. Research centre/facility recognised by the university** : Nil
**16. List of Research publications in Journals** : Ni
**17. Areas of consultancy and income generated** : Nil
**18. Faculty as members in** –
   Mrs. Lipsa Goswami -  IQAC, NAAC
**19.Awards/ Recognitions received by faculty and students** :
   **Students**
   b) Ms. Meenakshi Kalyani – University 2$^{nd}$ position

**20.List of eminent academicians and scientists/visitors to the department** :
**a)** Mrs. Padmini Tripathi – Lect. Brajaraj Nagar College
**b)** Dr. T. Das – Sambalpur University

**21**. **Seminars/Conferences/Workshops organized & the source of funding** :

| Sl No | Title of the seminar | Date |
|---|---|---|
| 1 | Scenario of Poverty in India | 7.9.2013 |
| 2 | Exim Policy | 26.11.2013 |
| 3 | Five years Planning in India | 22.8.2014 |
| 4 | Inclusive Growth | 9.10.2015 |
| 5 | Inflation is unjust | 10.10.2015 |
| 6 | Child sex ratio in India, A Link towards Economics Development | 26.11.2015 |

**22. Student profile programme/course wise**:

| Name of the course | Year | Students enrolled | Percentage of pass |
|---|---|---|---|
| B. A. Hons Eco | 2011 – 12 | 02 | 100% |
| B. A. Hons Eco | 2012 – 13 | 06 | 100% |
| B. A. Hons Eco | 2013 – 14 | 16 | 100% |
| B. A. Hons Eco | 2014 - 15 | 12 | 100% |
| B. A. Hons Eco | 2015-16 | 11 | 100% |

## 23. Details of Infrastructural facilities:

### Library

College does not have a separate Departmental library, but the college library is well equipped with journals, reference books, Xerox facility and issue, return of books is automated.

Number of books: 622

   **a)** Internet facilities for staff and students
      a. Wi-Fi facility is available in the college premises
   **b)** Class rooms with ICT : Nil
   **c)** Laboratories : NA

## 24. Number of students receiving financial assistance from the college, university, government and other agencies: Nil

## 25. Details on student enrichment programmes (special Lecturers / workshop / seminar with external experts:

   **a)** Remedial courses are organized from time to time guest Lecturers, seminars and workshop are also organised.
   **b)** Poem writing, story writing, storytelling, poem recitation, literary quiz, essay writing and one act play competitions are organised.

## 26. Teaching methods adopted to improve student learning.

   **a)** IT tools are used in class rooms.
   **b)** Interactive lecturers.
   **c)** Group discussions are encouraged.
   **d)** Leadership and team building is inculcated inside the class rooms.
   **e)** Reading material is provided followed by discussion.

## 27. Participation in institutional social responsibility (ISR) & extension activities:

   **a)** Faculty members of the department are actively engaged in NSS and other extension activities.
   **b)** Workshops on developing interpersonal skills.
   **c)** The NSS wing of the college is active and students are involved in Swachh Bharat Abhiyan. Visit villages and places require service.

**28**. **SWOT analysis of the department and future plans:**
**Strengths**
- The department has very active and supportive faculty that maintains a strong bond and a high level of interaction with the students as well as with each other.
- The department has a strong focus on quality teaching with a faculty that excels in teaching students at all levels.
- The faculty of the department has adopted varied teaching methodologies to make the classroom environment receptive and non threatening for its students.
- To address to the needs of weak students the department also holds special remedial classes.
- The students are encouraged to explore beyond their prescribed curriculum by exposing them to various seminars and talks that are a regular feature of the department.
- Students interest in department programmes is very strong.

**Weaknesses**
Because of the native speakers teaching and learning process is not up to the mark, as native speaker whose L1 dominates the L2.

**Opportunities**
a) As Jharsuguda is a business hub of Western Odisha and is a upcoming Industrial city, the students of Economics have high employability.
b) It helps in the development of knowledge and helps the students to get success in competitive examinations.

**Challenges**
Students from diverse backgrounds come with different expectations from an honours course.

**Future Plans**
a) Department has initiated the process of introducing Post Graduation in Economics.
b) Plans to start integrated MBA
c) The department has planned to organise state level and national seminars.

# Evaluating Report of Political Science Department

1. **Year of establishment** : 1982 / Hons – 1992
2. **Name of the programme** : B.A. Hons (Three years course)
3. **Names of interdisciplinary courses and the departments units involved:** B. Com, B. Sc.
4. **System of the course** : Annual
5. **Participation of the department in the courses offered by other departments** : B. Sc.
6. **Courses in collaboration with other universities, industries, foreign institutions etc** : Nil
7. **Number of Teaching Posts.**

| Name of the Post | Sanctioned | Filled | Vacant |
|---|---|---|---|
| Professor | - | - | - |
| Reader | 01 | - | 01 |
| Lecturer | 03 | 03 | Nil |

8. **Faculty Profile**

| Sl No | Name | Qualification | Designation | Specialisation | Year of joining | Publication |
|---|---|---|---|---|---|---|
| 1 | Mrs. R. Pujari | M.A. | Lecturer | Political Sociology | 26.3.1990 | - |
| 2 | Dr. S. Dash | M.A., M. Phil., Ph. D | Lecturer | I.G.P. | 19.10.1992 | - |
| 3 | Mrs. S. kar | M.A. | Lecturer | International Law | 24.8.1993 | - |

9. **List of the senior visiting faculty** : Nil
10. **Percentage of lectures delivered and practical classes handled by temporary faculty** : Nil
11. **Student teacher ratio** : 1:16
12. **Number of technical and administrative staff: sanctioned and filled** : Nil
13. **Number of faculty with ongoing projects : Nil**
14. **Departmental projects funded by UGC** : Nil
15. **Research centre/facility recognised by the university** : Nil
16. **List of Research publications in Journals** : Nil
17. **Areas of consultancy and income generated** : Nil
18. **Faculty as members in** :
    Mrs. Renuka Pujari, Member of NAAC and RUSA
    Dr. Suprita Dash Asst. Coordinator IQAC, Member of RUSA and NAAC

**19. Awards/ Recognitions received by faculty**
**Students**
a) Arati Sahu, 6th position – Sambalpur University (2013-14)
b) Rajlaxmi Mishra, 4th position – Sambalpur University (2014-15)

**20. List of eminent academicians and scientists/visitors to the department**:
a) Sri R. K. Debta, Reader in Political Science, L.N. College, Jharsuguda.
b) Sri S. Patel, reader in Political Science, Sambalpur University.

**21. Seminars/Conferences/Workshops organized.**

| Sl No | Title of the seminar | Date |
|---|---|---|
| 1 | Role of United Nations Organisation | 17.8.2012 |
| 2 | Indian Federal System | 25.8.2012 |
| 3 | Judicial Activism | 4.9.2012 |
| 4 | Election Commission | 16.9.2013 |
| 5 | Position of the President of India | 10.10.2013 |
| 6 | Political Participation | 28.10.2013 |
| 7 | Finance Commission | 20.9.2014 |
| 8 | Position of the Governor | 16.11.2014 |
| 9 | Democracy at Grass-root | 3.12.2014 |
| 10 | National Integration-Problems & Prospects | 4.9.2015 |
| 11 | Feminism | 10.10.2015 |
| 12 | Terrorism | 20.11.2015 |

**22. Student profile programme/course wise** :

| Name of the course | Year | Students enrolled | Percentage of pass |
|---|---|---|---|
| B. A. Hons Pol Sc | 2011 – 12 | 16 | 98% |
| B. A. Hons Pol Sc | 2012 – 13 | 16 | 98% |
| B. A. Hons Pol Sc | 2013 – 14 | 16 | 98% |
| B. A. Hons Pol Sc | 2014 - 15 | 16 | 100% |

**23. Details of Infrastructural facilities**:
**Library**
College does not have a separate Departmental library, but the college library is well equipped with journals, reference books, Xerox facility and issue & return of books is automated.
Number of books : 613
a) Internet facilities for staff and students
b) Wi-Fi facility is available in the college premises
c) Class rooms with ICT ; 04
d) Laboratories : NA

**24**. **Number of students receiving financial assistance from the college, university, government and other agencies : NIL**

**25**. **Details on student enrichment programmes special Lecturers / workshop / seminar:**

    **a)** Remedial courses are organized from time to time guest Lecturers, seminars and workshop are also organised.

    **b)** Poem writing, story writing, storytelling, poem recitation, literary quiz, essay writing and one act play competitions are organised.

**26**. **Teaching methods adopted to improve student learning**.

    **20.** IT tools are used in class rooms.

    **21.** Interactive lecturers.

    **22.** Group discussions are encouraged.

    **23.** Leadership and team building is inculcated inside the class rooms.

    **24.** Reading material is provided followed by discussion.

**27. Participation in institutional social responsibility (ISR) & extension activities**:

    a) Faculty members of the department are actively engaged in NSS and other extension activities.

    b) Workshops on developing interpersonal skills.

    c) The NSS wing of the college is active and students are involved in Swachh Bharat Abhiyan. Visit villages and places require service.

**28**. **SWOC analysis of the department and future plans :**

**Strengths**

- The department has very active and supportive faculty that maintains a strong bond and a high level of interaction with the students as well as with each other.
- The department has a strong focus on quality teaching with a faculty that excels in teaching students at all levels.
- The faculty of the department has adopted varied teaching methodologies to make the classroom environment receptive and non threatening for its students.
- To address to the needs of weak students the department also holds special remedial classes.
- The students are encouraged to explore beyond their prescribed curriculum by exposing them to various seminars and talks that are a regular feature of the department.
- Student's interest in department programmes is very strong.

**Weaknesses**

Because of the native speakers teaching and learning process is not up to the mark, as native speaker whose L1 dominates the L2.

**Opportunities**

The political Sc. Students get the opportunity to appear different competitive exams like OAS & IAS

**Challenges**

Students from diverse backgrounds come with different expectations from an honours course. Sometimes it becomes difficult to cater the subject of their choice. Salary despirity among the teaching staff by the Government.

**Future Plans**

Department has initiated the process of national seminar.

All the teachers of the department are motivated to take up advanced research. Initiated process to start PG.

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# Evaluating Report of History Department

1. **Year of establishment** :1982 / Hons – 1994
2. **Name of the programme** : B.A. Hons (Three years course)
3. **Name s of interdisciplinary courses and the departments units involved** : Nil
4. **System of the course** : Annual
5. **Participation of the department in the courses offered by other departments** : B. Sc, B. Com
6. **Courses in collaboration with other universities, industries, foreign institutions etc** : Nil
7. **Number of Teaching Posts.**

| Name of the Post | Sanctioned | Filled | Vacant |
|---|---|---|---|
| Professor | - | - | - |
| Reader | - | - | - |
| Lecturer | 02 | 02 | Nil |

8. **Faculty Profile**

| Sl No | Name | Qualification | Designation | Specialisation | Year of joining | Publication |
|---|---|---|---|---|---|---|
| 1 | Ms. G. M. Dash | M.A., M. Phil | Lecturer | M. Phil | 13.1.1988 | - |
| 2 | Mrs. T. Seelaxmi | M. A. | Lecturer | - | 25.2.1991 | - |
| 3 | Mrs. H. Birtia | M. A. | Lecturer (contractual) | | 21.9.2015 | |

9. **List of the senior visiting faculty** :
10. **Percentage of lectures delivered and practical classes handled by temporary faculty** : 33%
11. **Student teacher ratio** : 1:17
12. **Number of technical and administrative staff: sanctioned and filled** : Nil
13. **Number of faculty with ongoing projects : Nil**
14. **Departmental projects funded by UGC** : Nil
15. **Research centre/facility recognised by the university** : Nil
16. **List of Research publications in Journals** : Ni
17. **Areas of consultancy and income generated** : Nil
18. **Faculty as members in** –

Ms. G. M. Dash.

Member of Governing Body, Saraswati Shishu Vidya Mandir, Jharsuguda

19. **Awards/ Recognitions received by faculty and students** :
    **Students**
    a) Raj Kishori lakra, 1st Class with Dn- Sambalpur University (2014)
    b) Sweta Kumari   4th Position  - Sambalpur University (2015)

20. **List of eminent academicians and scientists/visitors to the department** :Nil

21. **Seminars/Conferences/Workshops organized & the source of funding** :

| Sl No | Title of the seminar | Date |
|---|---|---|
| 1 | Growth of Nationalism in India | 11.8.2012 |
| 2 | Ganga rule in Odisha | 8.10.2012 |
| 3 | Kanishka- Achievements | 16.11.2012 |
| 4 | Muslim Leage – Partition of India | 7.9.2013 |
| 5 | Kharavela Achievements | 24.10.2013 |
| 6 | Gupta Rule Cultural Development | 23.11.2013 |
| 7 | Asoka – Dhamma, Kalinga war | 16.7.2014 |
| 8 | Integration of Princely states | 19.8.2014 |
| 9 | Goutama Budha – Life and Teaching | 13.11.2014 |
| 10 | Subas Chandra Bose | 7.8.2015 |
| 11 | Socio-cultural awakening in 19th century | 3.10.2015 |
| 12 | Vedic Society | 14.1.2016 |

**22. Student profile programme/course wise**:

| Name of the course | Year | Students enrolled | Percentage of pass |
|---|---|---|---|
| B. A. Hons History | 2011 – 12 | 16 | 100% |
| B. A. Hons History | 2012 – 13 | 16 | 100% |
| B. A. Hons History | 2013 – 14 | 17 | 100% |
| B. A. Hons History | 2014 - 15 | 17 | 100% |

**23**. **Details of Infrastructural facilities**:

    **Library**

College does not have a separate Departmental library, but the college library is well equipped with journals, reference books, Xerox facility and issue, return of books is automated.

Number of books: 622

    a) Internet facilities for staff and students

       Wi-Fi facility is available in the college premises

    b) Class rooms with ICT : Nil

    c) Laboratories : NA

**24. Number of students receiving financial assistance from the college, university, government and other agencies**

**25**. **Details on student enrichment programmes special Lecturers / workshop / seminar :**

Remedial courses are organized from time to time guest Lecturers, seminars and workshop are also organised.

**26**. **Teaching methods adopted to improve student learning**.

Interactive lecturers.

Group discussions are encouraged.

Leadership and team building is inculcated inside the class rooms.

Reading material is provided followed by discussion.

**27. Participation in institutional social responsibility (ISR) & extension activities**:

    **a)** Faculty members of the department are actively engaged in NSS and other extension activities.

    **b)** Workshops on developing interpersonal skills.

    **c)** The NSS wing of the college is active and students are involved in Swachh Bharat Abhiyan. Visit villages and places require service.

**28**. **SWOT analysis of the department and future plans:**

**Strengths**
- The department has very active and supportive faculty that maintains a strong bond and a high level of interaction with the students as well as with each other.
- The department has a strong focus on quality teaching with a faculty that excels in teaching students at all levels.
- The faculty of the department has adopted varied teaching methodologies to make the classroom environment receptive and non threatening for its students.
- To address to the needs of weak students the department also holds special remedial classes.
- The students are encouraged to explore beyond their prescribed curriculum by exposing them to various seminars and talks that are a regular feature of the department.
- Students interest in department programmes is very strong.

**Weaknesses**

Because of the native speakers teaching and learning process is not up to the mark, as native speaker whose L1 dominates the L2.

**Opportunities**

As it is literature subject it helps in the development of language ability of the students. It helps in the development of knowledge and helps the students to get success in competitive examinations.

**Challenges**

Students from diverse backgrounds come with different expectations from an honours course. Sometimes it becomes difficult to veer their interest from language to a purely literature course.

**Future Plans**
a) Department has initiated the process of introducing Post Graduation in History.
b) The department has planned to organise state level and national seminars.

# Evaluating Report of Education Department

1. **Year of establishment** : 1982
2. **Name of the programme** : B.A. Pass (Three years course)
3. **Name s of interdisciplinary courses and the departments units involved** **:** Nil
4. **System of the course** : Annual
5. **Participation of the department in the courses offered by other departments** : B.A
6. **Courses in collaboration with other universities, industries, foreign institutions etc** : Nil
7. **Number of Teaching Posts.**

| Name of the Post | Sanctioned | Filled | Vacant |
|---|---|---|---|
| Professor | - | - | - |
| Reader | - | - | - |
| Lecturer | 02 | 02 | Nil |

8. **Faculty Profile**

| Sl No | Name | Qualification | Designation | Specialisation | Year of joining | Publication |
|---|---|---|---|---|---|---|
| 1 | Mrs. C. Panda | M.A., M. Phil, B.Ed | Lecturer | - | 8.9.1992 | - |
| 2 | Mrs. Niki Mishra | M. A., M. Phil | Lecturer | - | 26.8.1994 | . |

9. **List of the senior visiting faculty** : Nil
10. **Percentage of lectures delivered and practical classes handled by temporary faculty** : Nil
11. **Student teacher ratio** : 1:19
12. **Number of technical and administrative staff: sanctioned and filled** : Nil
13. **Number of faculty with ongoing projects : Nil**
14. **Departmental projects funded by UGC** : Nil
15. **Research centre/facility recognised by the university** : Nil
16. **List of Research publications in Journals** : Nil
17. **Areas of consultancy and income generated** : Nil
18. **Faculty as members in** – Nil
19. **Awards/ Recognitions received by faculty and students** : Nil
20. **List of eminent academicians and scientists/visitors to the department**: Nil
21. **Seminars/Conferences/Workshops organized & the source of funding**:

| Sl No | Title of the seminar | Date |
|---|---|---|
| 1. | Relevance of educational psychology for a class room teacher | 1/2/12 |
| 2. | Need and importance of women's education in present society | 19/10/12 |
| 3. | Importance of universalization of primary education in present society | 12/1/13 |
| 4. | The role of education in achieving national integration | 26/10/13 |
| 5. | Role of education in promotion of creativity | 9/11/13 |
| 6. | Gandhiji and his basic education | 3/12/13 |
| 7. | Need and importance of value education in the present society | 6/9/14 |
| 8. | Role of education in promotion of international understanding | 18/10/14 |
| 9. | Trial and error theory of learning and it's educational implications with laws of learning | 22/11/14 |
| 10. | Examination reforms | 30/9/15 |
| 11. | Constitutional provisions of education | 7/10/15 |
| 12. | Concept of measurement and educational evaluation | 28/11/15 |

## 22. Student profile programme/course wise:

| Name of the course | Year | Students enrolled | Percentage of pass |
|---|---|---|---|
| Education Pass | 2011 – 12 | 16 | 100% |
| Education Pass | 2012 – 13 | 16 | 100% |
| Education Pass | 2013 – 14 | 17 | 100% |
| Education Pass | 2014 - 15 | 17 | 100% |

## 23. Details of Infrastructural facilities:

### Library

College does not have a separate Departmental library, but the college library is well equipped with journals, reference books, Xerox facility and issue, return of books is automated with OPAC search facility

Number of books : 380

  a) Internet facilities for staff and students
  b) WiFi facility is available in the college premises
  c) Class rooms with ICT : Nil

## 24. Number of students receiving financial assistance from the college, university, government and other agencies: Nil

## 25. Details on student enrichment programmes special Lecturers / workshop / seminar with external experts: Nil

  Remedial courses are organized from time to time guest Lecturers, seminars and workshop are also organised.

## 26. Teaching methods adopted to improve student learning.

  a) Interactive lecturers.

**b)** Group discussions are encouraged.

**c)** Leadership and team building is inculcated inside the class rooms.

**d)** Reading material is provided followed by discussion.

## 27. Participation in institutional social responsibility (ISR) & extension activities:

**a)** Faculty members of the department are actively engaged in NSS and other extension activities.

**b)** Workshops on developing interpersonal skills.

**c)** The NSS wing of the college is active and students are involved in Swachh Bharat Abhiyan. Visit villages and places require service.

## 28. SWOT analysis of the department and future plans :

### Strengths

- The department has very active and supportive faculty that maintains a strong bond and a high level of interaction with the students as well as with each other.
- The department has a strong focus on quality teaching with a faculty that excels in teaching students at all levels.
- The faculty of the department has adopted varied teaching methodologies to make the classroom environment receptive and non threatening for its students.
- To address to the needs of weak students the department also holds special remedial classes.
- The students are encouraged to explore beyond their prescribed curriculum by exposing them to various seminars and talks that are a regular feature of the department.
- Student's interest in department programmes is very strong.

### Weaknesses

Don't have Laboratory.

Don't have administrative and technical staff.

### Opportunities

Students of the department make good and competent teachers.

### Challenges

Students from diverse backgrounds come with different expectations from an honours course. Sometimes it becomes difficult to veer their interest from language to a purely literature course.

### Future Plans

Department has initiated the process of introducing Honours in Education

Initiated the process to conduct a National Seminar.

# Evaluating Report of Home Science Department

**01. Year of establishment** :1982 Pass

**1. Name of the programme** : B.A. Pass (Three years course)

**2. Name s of interdisciplinary courses and the departments units involved** : Nil

**3. System of the course** : Annual

**4. Participation of the department in the courses offered by other departments** : B.A

**5. Courses in collaboration with other universities, industries, foreign institutions etc** : Nil

**6. Number of Teaching Posts.**

| Name of the Post | Sanctioned | Filled | Vacant |
|---|---|---|---|
| Professor | - | - | - |
| Reader | - | - | - |
| Lecturer | 02 | 02 | - |

**7. Faculty Profile**

| Sl No | Name | Qualification | Designation | Specialisation | Year of joining | Publication |
|---|---|---|---|---|---|---|
| 1 | Mrs. Sushma Mahanti | M.A. | Lecturer | Food And Nutrition | 30/07/1982 | - |
| 2 | Dr. J. Mishra | M. A., M. Phil, Ph. D. | Lecturer | Food and Nutrition | 08/08/1996 | Separate sheet attached |

**8. List of the senior visiting faculty** : Nil

**9. Percentage of lectures delivered and practical classes handled by temporary faculty** : Nil

**10. Student teacher ratio** : 1:19

**11. Number of technical and administrative staff: sanctioned and filled** : 02

**12. Number of faculty with ongoing projects : Nil**

**13. Departmental projects funded by UGC** : Nil

**14. Research centre/facility recognised by the university** : Nil

**15. List of Research publications in Journals** : Nil

**16. Areas of consultancy and income generated** : Nil

**17. Faculty as members in** –

Mrs. Sushma Mahanti – Board of Studies, Sambalpur University

**18. Awards/ Recognitions received by faculty and students** :

Dr. J. Mishra – Regular resourse person to All India Radio

**19. List of eminent academicians and scientists/visitors to the department**

a) Ms. Sabita Singh – BASUNDHARA (NGO) BBSR
b) Dr. Indira Naik – Reader, Govt. Women's College Sundergarh
c) Dr. Sunanda Naik - Reader, Govt. Women's College Sambalpur
d) Ms. Sangeeta Gountiya - Lect., Women's College Padampur

**20. Seminars/Conferences/Workshops organized & the source of funding** :

| Sl No | Title of the seminar | Date |
|-------|----------------------|------|
| 1. | Gender disparity in India | 20/08/12 |
| 2. | Gender despirity and economic development in India | 26/10/12 |
| 3. | Status of women and it's major determinants in Odisha | 29/08/13 |
| 4. | Empowering women as change makers | 30/10/13 |
| 5. | Emerging health problems among women and adolescents of Odisha | 04/08/14 |
| 6. | Promoting gender equality through youth development | 22/10/14 |
| 7. | Female enterpenuership in Odisha | 09/08/15 |
| 8. | Health and nutritional status of adolecet girls in urban areas | 03/10/15 |

**21. Student profile programme/course wise** :

| Name of the course | Year | Students enrolled | Percentage of pass |
|--------------------|------|-------------------|--------------------|
| H. Sc. Pass+Elective | 2011 – 12 | 03+12 | 100% |
| H. Sc. Pass+Elective | 2012 – 13 | 04+18 | 100% |
| H. Sc. Pass+Elective | 2013 – 14 | 04+19 | 100% |
| H. Sc. Pass+Elective | 2014 - 15 | 02+17 | 100% |
| H. Sc. Pass+Elective | 2015 - 16 | 04+04 | 100% |

**22. Details of Infrastructural facilities**:

# Library

College does not have a separate Departmental library, but the college library is well equipped with journals, reference books, Xerox facility and issue, return of books is automated.

Number of books: 380

a) Internet facilities for staff and students
b) WiFi facility is available in the college premises

c) Class rooms with ICT : Nil

**23. Number of students receiving financial assistance from the college, university, government and other agencies : Nil**

**24. Details on student enrichment programmes special Lecturers / workshop / seminar with external experts:**
   a) Remedial courses are organized from time to time guest Lecturers, seminars and workshop are also organised.
   b) Poem writing, story writing, storytelling, poem recitation, literary quiz, essay writing and one act play competitions are organised.
   c) Movies and short films based course books are screened on LCD projector in classrooms.

**25. Teaching methods adopted to improve student learning.**
   a) IT tools are used in class rooms.
   b) Interactive lecturers.
   c) Group discussions are encouraged.
   d) Leadership and team building is inculcated inside the class rooms.
   e) Reading material is provided followed by discussion.

**26. Participation in institutional social responsibility (ISR) & extension activities:**
   a) Faculty members of the department are actively engaged in NSS and other extension activities.
   b) Workshops on developing interpersonal skills.
   c) The NSS wing of the college is active and students are involved in Swachh Bharat Abhiyan. Visit villages and places require service.

**27. SWOC analysis of the department and future plans:**
**Strengths**
   • The department has very active and supportive faculty that maintains a strong bond and a high level of interaction with the students as well as with each other.
   • The department has a strong focus on quality teaching with a faculty that excels in teaching students at all levels (Theory & Practical).
   • The faculty of the department has adopted varied teaching methodologies to make the classroom environment receptive and non threatening for its students.
   • To address to the needs of weak students the department also holds special remedial classes.
   • The students are encouraged to explore beyond their prescribed curriculum by exposing them to various seminars and talks that are a regular feature of the department.
   • Student's interest in department programmes is very strong.

**Weaknesses**

Since we don't have Honours less number of students are enrolled in pass.

**Opportunities**

Students are taking keen interest as it is a practical subject which makes them capable to face the challenges in different fields.

**Challenges**

Students from diverse backgrounds come with different expectations from an honours course.

**Future Plans**

   a) Department has initiated the process of introducing Honours in Home Science.
   b) Initiated the process to conduct a National Seminar.
   c) Establishment of fully fledged laboratory with modern equipments and modular kitchen.

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## Evaluating Report of Mathematics Department

1. **Year of establishment** :1982
2. **Name of the programme** : B.A/B.Sc Pass (Three years course)
3. **Name s of interdisciplinary courses and the departments units involved** **:** Nil
4. **System of the course** : Annual
5. **Participation of the department in the courses offered by other departments** : B.A
6. **Courses in collaboration with other universities, industries, foreign institutions etc** : Nil
7. **Number of Teaching Posts.**

| Name of the Post | Sanctioned | Filled | Vacant |
|---|---|---|---|
| Professor | - | - | - |
| Reader | - | - | - |
| Lecturer | 02 | 02 | Nil |

8. **Faculty Profile**

| Sl No | Name | Qualification | Designation | Specialisation | Year of joining | Publication |
|---|---|---|---|---|---|---|
| 1 | Mrs. N. Satapathy | M.Sc, M. Phil | Lecturer | | 11.12.89 | |
| 2 | Ms. B. Tripathy | M.Sc, M. Phil DCA | Lecturer | | 04.11.92 | |

9. **List of the senior visiting faculty** : Nil
10. **Percentage of lectures delivered and practical classes handled by temporary faculty** : Nil
11. **Student teacher ratio** : 1:50
12. **Number of technical and administrative staff: sanctioned and filled** : Nil
13. **Number of faculty with ongoing projects: Nil**
14. **Departmental projects funded by UGC** : Nil
15. **Research centre/facility recognised by the university** : Nil
16. **List of Research publications in Journals** : Nil
17. **Areas of consultancy and income generated** : Nil
18. **Faculty as members in** – Nil
19. **Awards/ Recognitions received by faculty and students** : Nil
20. **List of eminent academicians and scientists/visitors to the department** : Nil

21. **Seminars/Conferences/Workshops organized & the source of funding** :

| Sl No | Title of the seminar | Date |
|---|---|---|
| 1. | Lagranges and Newton's interpretation formula | 25/11/14 |
| 2. | X-Ray and it's uses | 19/12/14 |
| 3. | Industrial Chemistry | 21/2/15 |
| 4. | Semiconductor | 15/9/15 |
| 5. | Nuclear Science | 10/10/15 |
| 6. | Climate change | 21/1/16 |

22. **Student profile programme/course wise** :

| Name of the course | Year | Students enrolled | Percentage of pass |
|---|---|---|---|
| B. A. (Pass+Elective) | 2012-13 | 02+02=04 | 100% |
| | 2013-14 | 02+02=04 | 100% |
| | 2014-15 | 01+02=03 | 100% |
| | 2015-16 | 01+02=03 | 100% |
| B. Sc. (Pass+Elective) | 2013-14 | 22 | 100% |
| | 2014-15 | 22+20 | 100% |
| | 2015-16 | 22+20+06+14 | 100% |

23. **Details of Infrastructural facilities** :
## Library
College does not have a separate Departmental library, but the college library is well equipped with journals, reference books, Xerox facility and issue, return of books is automated with OPAC search facility
Number of books : 412

**a)** Internet facilities for staff and students

**b)** WiFi facility is available in the college premises

**c)** Class rooms with ICT : Nil

**24**. **Number of students receiving financial assistance from the college, university, government and other agencies**

**25**. **Details on student enrichment programmes special Lecturers / workshop / seminar** :

**a)** Remedial courses are organized from time to time guest Lecturers, seminars and workshop are also organised.

**b)** Poem writing, story writing, storytelling, poem recitation, literary quiz, essay writing and one act play competitions are organised.

**26**. **Teaching methods adopted to improve student learning**.

**a)** IT tools are used in class rooms.

**b)** Interactive lecturers.

**c)** Group discussions are encouraged.

**d)** Leadership and team building is inculcated inside the class rooms.

**e)** Reading material is provided followed by discussion.

**27. Participation in institutional social responsibility (ISR) & extension activities**:

**a)** Faculty members of the department are actively engaged in NSS and other extension activities.

**b)** Workshops on developing interpersonal skills.

**c)** The NSS wing of the college is active and students are involved in Swachh Bharat Abhiyan. Visit villages and places require service.

**28**. **SWOT analysis of the department and future plans :**

**Strengths**

- The department has very active and supportive faculty that maintains a strong bond and a high level of interaction with the students as well as with each other.

- The department has a strong focus on quality teaching with a faculty that excels in teaching students at all levels.

- The faculty of the department has adopted varied teaching methodologies to make the classroom environment receptive and non threatening for its students.

- To address to the needs of weak students the department also holds special remedial classes.

- The students are encouraged to explore beyond their prescribed curriculum by exposing them to various seminars and talks that are a regular feature of the department.

- Students interest in department programmes is very strong.

**Weaknesses**

Because of the native speakers teaching and learning process is not up to the mark, as native speaker whose L1 dominates the L2.

**Opportunitie**s

Being Jharsuguda is a industrial city Commerce students get better job opportunity.

Attempt has been taken to open Hons in future.

**Challenges**

Students from diverse backgrounds come with different expectations from an honours course. Sometimes it becomes difficult to veer their interest from language to a purely literature course.

**Future Plans**

    **a)** Department has initiated the process of introducing Hons.

    **b)** Initiated the process to conduct a National Seminar.

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# Evaluating Report of Chemistry Department

1. **Year of establishment**            :1992 /2013 (at +3 Level)
2. **Name of the programme**        : B. Sc (Pass) (Three years course)
3. **Name s of interdisciplinary courses and the departments units involved**            **:** Nil
4. **System of the course**          : Annual
5. **Participation of the department in the courses offered by other departments**          : B. A.
6. **Courses in collaboration with other universities, industries, foreign institutions etc**         : Nil
7. **Number of Teaching Posts.**

| Name of the Post | Sanctioned | Filled | Vacant |
|---|---|---|---|
| Professor | - | - | - |
| Reader | - | - | - |
| Lecturer | 01 | 01 | - |

8. **Faculty Profile**

| Sl No | Name | Qualification | Designation | Specialisation | Year of joining | Publication |
|---|---|---|---|---|---|---|
| 1 | Dr. G. Dixit | M.Sc., M. Phil, Ph. D | Lecturer | Physical Chemistry | 18.9.92 | 03 |
| 2 | Mrs. Anjum Parveen | M. Sc | Lecturer | Organic Chemistry | 14.9.15 | - |

9.  **List of the senior visiting faculty** : Nil
10. **Percentage of lectures delivered and practical classes handled by temporary faculty** : Nil
11. **Student teacher ratio** : 39:1
12. **Number of technical and administrative staff: sanctioned and filled** : 02
13. **Number of faculty with ongoing projects : Nil**
14. **Departmental projects funded by UGC** : Nil
15. **Research centre/facility recognised by the university** : Nil
16. **List of Research publications in Journals** : Nil
17. **Areas of consultancy and income generated** : Nil
18. **Faculty as members in** – Nil
19. **Awards/ Recognitions received by faculty and students** : Nil
20. **List of eminent academicians and scientists/visitors to the department**
    a)  Prof. P. C. Pradhan, Reader in Chemistry, Maharishi College, Bhubaneswar
    b)  Dr. S. K. Kunar, Lecturer in Chemistry, L.N. College, Jharsuguda.

**21**. **Seminars/Conferences/Workshops organized & the source of funding**

| Sl No | Title of the seminar | Date |
|---|---|---|
| 1 | Lagranges and Newton's interpretation formula | 25/11/14 |
| 2 | X-Ray and it's uses | 19/12/14 |
| 3 | Industrial Chemistry | 21/2/15 |
| | Semiconductor | 15/9/15 |
| | Nuclear Science | 10/10/15 |
| | Climate change | 21/1/16 |

22**. Student profile programme/course wise** :

| Name of the course | Year | Students enrolled | Percentage of pass |
|---|---|---|---|
| +3 Ist | 2013-14<br>2014-15<br>2015-16 | 11<br>17<br>17 | - |
| +3 2nd year | 2014-15<br>2015-16 | 11<br>17 | - |
| +3 3rd year | 2015-16 | 45 | - |

**23**. **Details of Infrastructural facilities**:

### Library

College does not have a separate Departmental library, but the college library is well equipped with journals, reference books, Xerox facility and issue, return of books is automated

Number of books : 227

    **a)** Internet facilities for staff and students

    **b)** WiFi facility is available in the college premises

    **c)** Class rooms with ICT (4 Numbers)

    **d)** Laboratories : 02

**24**. **Number of students receiving financial assistance from the college, university, government and other agencies** : 12

**25. Details on student enrichment programmes special Lecturers,  seminar:**

    **a)** Remedial courses are organized from time to time guest Lecturers, seminars and workshop are also organised from time to time.

    **b)** Poem writing, story writing, storytelling, poem recitation, literary quiz, essay writing and one act play competitions are organised.

**26**. **Teaching methods adopted to improve student learning**.

    **a)** IT tools are used in class rooms.

    **b)** Interactive lecturers.

    **c)** Demonstration cum lecture method

    **d)** Group discussions are encouraged.

    **e)** Leadership and team building is inculcated inside the class rooms.

    **f)** Reading material is provided followed by discussion.

**27. Participation in institutional social responsibility (ISR) & extension activities**:

    **a)** Faculty members of the department are actively engaged in NSS and other extension activities.

    **b)** Workshops on developing interpersonal skills.

    **c)** The NSS wing of the college is active and students are involved in Swachh Bharat Abhiyan. Visit villages and places require service.

    **d)** Engaged in SAMS and as AISHE Co- coordinator, ACP nodal officer.

**28**. **SWOT analysis of the department and future plans :**

**Strengths**

- The department has very active and supportive faculty that maintains a strong bond and a high level of interaction with the students as well as with each other.
- The department has a strong focus on quality teaching with a faculty that excels in teaching students at all levels.

- The faculty of the department has adopted varied teaching methodologies to make the classroom environment receptive and non threatening for its students.
- To address to the needs of weak students the department also holds special remedial classes.
- The students are encouraged to explore beyond their prescribed curriculum by exposing them to various seminars and talks that are a regular feature of the department.
- Student's interest in department programmes is very strong.
- Also to help them relate their course work with experiential knowledge.

**Weaknesses**
- At times high students numbers makes it difficult to connect with students and retain student centre focus in the practical classes

**Opportunities**
- Jharsuguda is coming up as an industrial city on the map of Odisha because of it students of this department have high employment opportunity.
- Students from diverse backgrounds come with different expectations from an honours course. Sometimes it becomes difficult to veer their interest.

**Future Plans**
- **a)** Department has initiated the process of introducing Honours in Chemistry.
- **b)** Process has been initiated to organise State level and National Level seminar.
- **c)** Department has made plan to constitute Science Society.
- **d)** Department has made plan to separate Library.
- **e)** Department has made plan to conduct objective test through OMR sheet.

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## Evaluating Report of Physics Department

**01. Year of establishment** :1992 / Pass at +3 Level

**2. Name of the programme** : B. Sc (Pass)

**1. Name s of interdisciplinary courses and the departments units involved** : Nil

**2. System of the course** : Annual

**3. Participation of the department in the courses offered by other departments** : Nil

**4. Courses in collaboration with other universities, industries, foreign institutions etc** : Nil

## 5. Number of Teaching Posts.

| Name of the Post | Sanctioned | Filled | Vacant |
|---|---|---|---|
| Professor | - | - | - |
| Reader | - | - | - |
| Lecturer | 02 | 01 | - |

## 6. Faculty Profile

| Sl No | Name | Qualification | Designation | Specialisation | Year of joining | Publication |
|---|---|---|---|---|---|---|
| 1 | Dr. R. Patel | M.Sc., M. Phil, Ph. D | Lecturer | Literature & Psycho analysis | 18.9.92 | - |
| 2 | Mrs. P. Naik | M. Sc | Lecturer Contractual | Comparative literature | 11.9.15 | |

**7. List of the senior visiting faculty** : Nil

**8. Percentage of lectures delivered and practical classes handled by temporary faculty** : 33%

**9. Student teacher ratio** : 69:1

**10. Number of technical and administrative staff: sanctioned and filled** : 02

**11. Number of faculty with ongoing projects**

**12. Departmental projects funded by UGC** : Nil

**13. Research centre/facility recognised by the university** : Nil

**14. List of Research publications in Journals** : Nil

**15. Areas of consultancy and income generated** : Nil

**16. Faculty as members in** – Nil

**17. Awards/ Recognitions received by faculty and students** : Nil

**18. List of eminent academicians and scientists/visitors to the department**
   a) Mr. B.B. Dash, Reader in Physics, L.N. College, Jharsuguda
   b) Mr. B. Bhanja, Lecturer in Physics, L.N. College, Jharsuguda.

## 21.. Seminars/Conferences/Workshops organized & the source of funding

| Sl No | Title of the seminar | Date |
|---|---|---|
| 1 | Lagranges and Newton's interpretation formula | 25/11/14 |
| 2 | X-Ray and it's uses | 19/12/14 |
| 3 | Industrial Chemistry | 21/2/15 |
| 4 | Semiconductor | 15/9/15 |
| 5 | Nuclear Science | 10/10/15 |
| 6 | Climate change | 21/1/16 |

**22. Student profile programme/course wise** :

| Name of the course | Year | Students enrolled | Percentage of pass |
|---|---|---|---|
| +3 Ist | 2013-14 | 28 | - |
| | 2014-15 | 27 | |
| | 2015-16 | 28 | |
| +3 2nd year | 2014-15 | 28 | - |
| | 2015-16 | 27 | |
| +3 3rd year | 2015-16 | 01 | - |

**23**. **Details of Infrastructural facilities**:

      **Library**

College does not have a separate Departmental library, but the college library is well equipped with journals, reference books, Xerox facility and issue, return of books is automated with OPAC search facility

Number of books : 228

        **a)** Internet facilities for staff and students

        **b)** WiFi facility is available in the college premises

        **c)** Class rooms with ICT (4 Numbers)

        **d)** Laboratories : 02

**24**. **Number of students receiving financial assistance from the college, university, government and other agencies** : 12

**25. Details on student enrichment programmes special Lecturers, seminar with external experts**

      **a)** Remedial courses are organized from time to time guest Lecturers, seminars and workshop are also organised from time to time.

      **b)** Poem writing, story writing, storytelling, poem recitation, literary quiz, essay writing and one act play competitions are organised.

**26**. **Teaching methods adopted to improve student learning**.

      **a)** IT tools are used in class rooms.

      **b)** Interactive lecturers.

      **c)** Group discussions are encouraged.

      **d)** Leadership and team building is inculcated inside the class rooms.

      **e)** Reading material is provided followed by discussion.

**27. Participation in institutional social responsibility (ISR) & extension activities**:

      **a)** Faculty members of the department are actively engaged in NSS and other extension activities.

      **b)** Workshops on developing interpersonal skills.

      **c)** The NSS wing of the college is active and students are involved in Swachh Bharat Abhiyan. Visit villages and places require service.

      **d)** Engaged in SAMS and as RUSA Co-ordinator.

**28**. **SWOT analysis of the department and future plans :**
**Strengths**
- The department has very active and supportive faculty that maintains a strong bond and a high level of interaction with the students as well as with each other.
- The department has a strong focus on quality teaching with a faculty that excels in teaching students at all levels.
- The faculty of the department has adopted varied teaching methodologies to make the classroom environment receptive and non threatening for its students.
- To address to the needs of weak students the department also holds special remedial classes.
- The students are encouraged to explore beyond their prescribed curriculum by exposing them to various seminars and talks that are a regular feature of the department.
- Student's interest in department programmes is very strong.
- Also to help them relate their course work with experiential knowledge.

**Weaknesses**
- At times high students numbers makes it difficult to connect with students and retain student centre focus in the practical classes

**Opportunities**
a) Jharsuguda is coming up as an industrial city on the map of Odisha because of it students of this department have high employment opportunity.
b) Students from diverse backgrounds come with different expectations from an honours course. Sometimes it becomes difficult to veer their interest.

**Future Plans**
a) Department has initiated the process of introducing Honours in Physics.
b) Process has been initiated to organise State level and National Level seminar.
c) Department has made plan to constitute Science Society.
d) Department has made plan to separate Library.
e) Department has made plan to conduct objective test through OMR sheet.

# Evaluating Report of Botany Department

1. **Year of establishment** :1992, Pass – 2013
2. **Name of the programme** : B. Sc Pass (Three years course)
3. **Name s of interdisciplinary courses and the departments units involved** **:** Nil
4. **System of the course** : Annual
5. **Participation of the department in the courses offered by other departments** : B.A., B. Com
6. **Courses in collaboration with other universities, industries, foreign institutions etc** : Nil
7. **Number of Teaching Posts.**

| Name of the Post | Sanctioned | Filled | Vacant |
|---|---|---|---|
| Professor | - | - | - |
| Reader | - | - | - |
| Lecturer | 01 | 01 | Nil |

8. **Faculty Profile**

| Sl No | Name | Qualification | Designation | Specialisation | Year of joining | Publication |
|---|---|---|---|---|---|---|
| 1 | Dr. B.L. Bohidar | M.Sc, M.Phil, Ph. D | Lecturer | Plant Biochemistry | 14.9.92 | - |
| 2 | Ms. Sumi Ray | M. Sc | Lecturer | Plant Biochemistry | 10.9.15 | - |

9. **List of the senior visiting faculty** : Nil
10. **Percentage of lectures delivered and practical classes handled by temporary faculty** : Nil
11. **Student teacher ratio** : 44:1
12. **Number of technical and administrative staff: sanctioned and filled** : 02
13. **Number of faculty with ongoing projects: Nil**
14. **Departmental projects funded by UGC** : Nil
15. **Research centre/facility recognised by the university** : Nil
16. **List of Research publications in Journals** : Nil

| Sl No. | Title of the paper | Author/s | Name of the journal | Volume – page No | Publisher/ISSN/ISBN |
|---|---|---|---|---|---|
| 01 | Study of medicinal | Dr Bijaylaxmi | | | |

| | plants in Hemgir Range of Sundargarh forest division | Bohidar | | | |
|---|---|---|---|---|---|

**17. Areas of consultancy and income generated** : Nil

**18. Faculty as members in** –
   Coordinator IQAC  Member in NAAC

**19.Awards/ Recognitions received by faculty and students** : Nil

**20**. **List of eminent academicians and scientists/visitors to the department** : Nil

**21**. **Seminars/Conferences/Workshops organized & the source of funding** :

| Sl No | Title of the seminar | Date |
|---|---|---|
| 1. | Ecology, Environmental Pollution and Nitrogen Fixation | 6.9.2014 |
| 2. | Biotechnology, Recombinant DNA Technology and Plant tissue Culture | 20.9.2014 |
| 3. | Photosynthesis, Glycolysis and Phytohormone | 8.11.2014 |
| 4. | Water Absorption & Transpiration, Enzymes and Respiration | 4.9.20125 |
| 5. | Fertilization in Angiosperms, Tissue system and Megasporogenesis | 26.9.20115 |
| 6. | Growth Hormones, Translocation of Water, Transpiration | 14.11.2015 |

**22. Student profile programme/course wise** :

| Name of the course | Year | Students enrolled | Percentage of pass |
|---|---|---|---|
| +3 Ist year | 2013-14 | 29 | - |
| +3 Ist year +3 2nd year | 2014-15 2014-15 | 34 29 | - |
| +3 Ist year +3 2nd year +3 3rd year | 2015-16 2015-16 2015-16 | 35 34 30 | - |
| | | | - |

**23**. **Details of Infrastructural facilities** :
   **Library**
College does not have a separate Departmental library, but the college library is well equipped with journals, reference books, Xerox facility .
Number of books : 267
**a)** Internet facilities for staff and students
**b)** Class rooms with ICT : 04
**c)** Laboratory : 02

**24**. **Number of students receiving financial assistance from the college, university, government and other agencies : Nil**

**25**. **Details on student enrichment programmes special Lecturers with external experts**:

a) Rtd. Prof. Dr. L. M. Behera, G. M. Auto. College, Sambalpur

b) Prof. P. C. Behera, L. N. College, Jharsuguda

**a)** Remedial courses are organized from time to time guest Lecturers, seminars and workshop are also organised.

**b)** Poem writing, story writing, storytelling, poem recitation, literary quiz, essay writing and one act play competitions are organised.

**26**. **Teaching methods adopted to improve student learning**.

**a)** Interactive lecturers.

**b)** Group discussions are encouraged.

**c)** Leadership and team building is inculcated inside the class rooms.

**d)** Reading material in the form of hand notes and Xerox materials are provided followed by discussion.

**27. Participation in institutional social responsibility (ISR) & extension activities**:

**a)** Faculty members of the department are actively engaged in NSS and other extension activities.

**b)** Workshops on developing interpersonal skills.

**c)** The NSS wing of the college is active and students are involved in Swachh Bharat Abhiyan..

**28**. **SWOT analysis of the department and future plans :**

**Strengths**

- The department has very active and supportive faculty that maintains a strong bond and a high level of interaction with the students as well as with each other.

- The department has a strong focus on quality teaching with a faculty that excels in teaching students at all levels.

- The faculty of the department has adopted varied teaching methodologies to make the classroom environment receptive and non threatening for its students.

- To address to the needs of weak students the department also holds special remedial classes and extra classes.

- The students are encouraged to explore beyond their prescribed curriculum by exposing them to various seminars and talks that are a regular feature of the department.

- Students interest in department programmes is very strong.

**Weaknesses**
- Inadequate Infrastructure such as class rooms, well equipped laboratory has become the handicapped of the department.

**Opportunities**

Interest and enthusiasm towards Botany can be leads to innovative creation to save the environment as well as invention of Medicinal Plant for the interest of the mankind.

Jharsuguda is coming up as an industrial city on the map of Odisha because of it students of this department have high employment opportunity.

**Challenges**

Students from diverse backgrounds come with different expectations. Sometimes it becomes difficult to veer their interest

**Future Plans**
1. Department has initiated the process of introducing Honours Classes.
2. Department has made plan to constitute Science Society.
3. Department has made plan to separate Library.
4. Department has chalk out a plan to create Botanical Garden especially on Medicinal Plant, endangered & rare species.

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# Evaluating Report of Zoology Department
1. **Year of establishment** :1982 / Pass – 2013
2. **Name of the programme** : B. Sc Pass (Three years course)
3. **Name s of interdisciplinary courses and the departments units involved:** Environmental Studies, IT,  Indian Society and Culture
4. **System of the course** : Annual
5. **Participation of the department in the courses offered by other departments** : B.A. B.Com
6. **Courses in collaboration with other universities, industries, foreign institutions etc** : Nil
7. **Number of Teaching Posts.**

| Name of the Post | Sanctioned | Filled | Vacant |
|---|---|---|---|
| Professor | - | - | - |
| Reader | - | - | - |
| Lecturer | 01 | 01 | Nil |

**8. Faculty Profile**

| Sl No | Name | Qualification | Designation | Specialisation | Year of joining | Publication |
|---|---|---|---|---|---|---|
| 1 | Mrs. K. Bhoi | M.Sc, M.Phil, | Lecturer | Biochemistry | 25.10.94 | - |
| 2 | Mrs. N. Panigrahi | M. Sc | Lecturer | Microbiology | 10.9.15 | - |

**9. List of the senior visiting faculty** : Nil

**10. Percentage of lectures delivered and practical classes handled by temporary faculty** : Nil

**11. Student teacher ratio** : 44:1

**12. Number of technical and administrative staff: sanctioned and filled** : 02

**13. Number of faculty with ongoing projects: Nil**

**14. Departmental projects funded by UGC** : Nil

**15. Research centre/facility recognised by the university** : Nil

**16. List of Research publications in Journals** : Nil

| Sl No. | Title of the paper | Author/s | Name of the journal | Volume – page No | Publisher/ISSN/ISBN |
|---|---|---|---|---|---|
| | | | | | |

**17. Areas of consultancy and income generated** : Nil

**18. Faculty as members in** –

Member in NAAC

**19. Awards/ Recognitions received by faculty and students** : Nil

**20. List of eminent academicians and scientists/visitors to the department**: Nil

**21. Seminars/Conferences/Workshops organized & the source of funding** :

| Sl No | Title of the seminar | Date |
|---|---|---|
| 1. | Ecology, Environmental Pollution | 6.9.2014 |
| 2. | Biotechnology, Recombinant DNA Technology | 20.9.2014 |
| 3. | Structure and function of Heart, Physiology of Urine Formation | 8.11.2014 |
| 4. | API Culture, Gametogenesis, Male and Female reproductive system of human being. | 04.9.20125 |
| 5. | Sericulture, Cell division | 26.9.20115 |
| 6. | Linkage, Endocrine Glands-Adrenal & Thyroid Gland | 14.11.2015 |

**22. Student profile programme/course wise** :

| Name of the course | Year | Students enrolled | Percentage of pass |
|---|---|---|---|
| +3 Ist year | 2013-14 | 29 | - |
| +3 Ist year<br>+3 2<sup>nd</sup> year | 2014-15<br>2014-15 | 34<br>29 | - |
| +3 Ist year<br>+3 2<sup>nd</sup> year<br>+3 3<sup>rd</sup> year | 2015-16<br>2015-16<br>2015-16 | 35<br>34<br>30 | - |
|  |  |  | - |

**23. Details of Infrastructural facilities**:

## Library

College does not have a separate Departmental library, but the college library is well equipped with journals, reference books, Xerox facility. But a seminar Library with required books in the department.

Number of books : 184

        **a)**     Internet facilities for staff and students

        **b)**     Class rooms with ICT : 04

        **c)**     Laboratory : 02

**24. Number of students receiving financial assistance from the college, university, government and other agencies : Nil**

**25. Details on student enrichment programmes special lecturer classes are organised by inviting faculty form outside**:

a) Dr. D. R. Naik, Ex- Vice-chancellor, Sambalpur University

b) Mrs. Marlene Rodrigues, Ex- Principal, Women's College, Jharsuguda.

    **a)** Remedial courses are organized from time to time, seminars are organised in regular intervals. Students are encouraged to give seminar talks.

    **b)** Poem writing, story writing, storytelling, poem recitation, literary quiz, essay writing and one act play competitions are organised.

**26. Teaching methods adopted to improve student learning**.

    **a)** IT tools are used in the class rooms

    **b)** PPT s are used to make the Lecturers more Interactive Group discussions are encouraged.

    **c)** Leadership and team building is inculcated inside the class rooms.

    **d)** Reading materials in the form of hand notes, Xerox materials are provided to the students

**27. Participation in institutional social responsibility (ISR) & extension activities**:

Faculty members and students of the department are actively engaged in NSS and other extension activities.

Workshops on developing interpersonal skills.

## 28. SWOC analysis of the department and future plans:

**Strengths**

- Educating the women students and empowering them for Nation building has been biggest strength of the institute.
- The department has very active and supportive faculty that maintains a strong bond and a high level of interaction with the students as well as with each other.
- The Department has strong focus on quality teaching.

**Weaknesses**

- Inadequate Infrastructure such as class rooms, well equipped laboratory has become the handicapped of the department.
- Not enough financial support for developing the department.
- Not enough net working in terms of interstate mobility.
- Inadequate teaching staff and disparity in pay structure offered by the government.

**Opportunities**

- Creating a long term plan to enhance the educational standard of the students.
- Re-enforcing application oriented programme.
- Strategic location of the department/ institute in the vicinity of industrial establishment like Vedant and Bhusan provides good scope for students to involve in research works.

**Challenges**

Imparting quality education keeping pace with a rapid progress in research and generation of resources through funding for different research projects are the challenges.

**Future Plans**

Introducing Honours Classes and upgrading the department to a Post Graduate centre are immediate future Plan.

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# Evaluating Report of Commerce Department

1. **Year of establishment** :1996/ Pass – 2012
2. **Name of the programme** : B.. Com Pass (Three years course)
3. **Name s of interdisciplinary courses and the departments units involved:** Nil
4. **System of the course** : Annual
5. **Participation of the department in the courses offered by other departments** : B.Com

6. **Courses in collaboration with other universities, industries, foreign institutions etc** : Nil
7. **Number of Teaching Posts.**

| Name of the Post | Sanctioned | Filled | Vacant |
|---|---|---|---|
| Professor | - | - | - |
| Reader | - | - | - |
| Lecturer | 01 | 01 | Nil |

8. **Faculty Profile**

| Sl No | Name | Qualification | Designation | Specialisation | Year of joining | Publication |
|---|---|---|---|---|---|---|
| 1 | Mrs. N.V. Jyothikumari | M. Com | Lecturer | - | 20.07.1994 | - |
| 2 | Mrs. R. sharma | M. Com | Lecturer | Accountancy | 28.09.2012 | - |
| 3 | Ms. Sunanda Boxi | M. Com | Lecturer | - | 30.09.2015 | - |
| 4 | Mrs. S. Ratha | M. Com | Lecturer Contractual | - | 10.10.2015 | - |

9. **List of the senior visiting faculty** : Nil
10. **Percentage of lectures delivered classes handled by temporary faculty** : 33%
11. **Student teacher ratio** : 1:24
12. **Number of technical and administrative staff: sanctioned and filled** : Nil
13. **Number of faculty with ongoing projects: Nil**
14. **Departmental projects funded by UGC** : Nil
15. **Research centre/facility recognised by the university** : Nil
16. **List of Research publications in Journals** : Nil
17. **Areas of consultancy and income generated** : Nil
18. **Faculty as members in** – Nil
19. **Awards/ Recognitions received by faculty and students** : Nil
20. **List of eminent academicians and scientists/visitors to the department**: Nil
21. **Seminars/Conferences/Workshops organized & the source of funding**:

| Sl No | Title of the seminar | Date |
|---|---|---|
| 1. | Motivation – a scope to service to customer | 29/8/13 |
| 2. | Communication – skilled program | 24/9/13 |

| 3.  | Budgeting as an effective tools to controlling Govt. Expenditure | 5/12/13 |
|-----|------------------------------------------------------------------|---------|
| 4.  | Investor protection and SEBI                                     | 5/2/14  |
| 5.  | Advertising and sales promotion                                  | 27/9/14 |
| 6.  | RRB's – Utkal Grameen Bank                                       | 18/11/14 |
| 7.  | Income tax and personal tax                                      | 13/1/15 |
| 8.  | Foreign direct investment                                        | 27/2/15 |
| 9.  | An analysis of profitability potion of private Bank in India     | 28/7/15 |
| 10. | Online shopping                                                  | 3/11/15 |

## 22. Student profile programme/course wise :

| Name of the course | Year | Students enrolled | Percentage of pass |
|--------------------|------|-------------------|--------------------|
| B. Com (Pass)      | 2012 | 20                | -                  |
| B. Com (Pass)      | 2013 | 57                | -                  |
| B. Com (Pass)      | 2014 | 45                | -                  |
| B. Com (Pass)      | 2015 | 43                | 36% (Final Year)   |

## 23. Details of Infrastructural facilities :
### Library
College does not have a separate Departmental library, but the college library is well equipped with journals, reference books, Xerox facility and issue, return of books is automated with OPAC search facility
Number of books : 370
   **a)** Internet facilities for staff and students
   **b)** WiFi facility is available in the college premises
   **c)** Class rooms with ICT : Nil

## 24. Number of students receiving financial assistance from the college, university, government and other agencies : Nil

## 25. Details on student enrichment programmes special Lecturers / workshop / seminar:
   **a)** Remedial courses are organized from time to time guest Lecturers, seminars and workshop are also organised.
   **b)** Poem writing, story writing, storytelling, poem recitation, literary quiz, essay writing and one act play competitions are organised.

## 26. Teaching methods adopted to improve student learning.
   **a)** Interactive lecturers.
   **b)** Group discussions are encouraged.
   **c)** Leadership and team building is inculcated inside the class rooms.
   **d)** Reading material is provided followed by discussion.

## 27. Participation in institutional social responsibility (ISR) & extension activities:
   a) Faculty members of the department are actively engaged in NSS and other extension activities.
   b) Workshops on developing interpersonal skills.

c) The NSS wing of the college is active and students are involved in Swachh Bharat Abhiyan. Visit villages and places require service.

**28. SWOC analysis of the department and future plans :**

**Strengths**

- The department has very active and supportive faculty that maintains a strong bond and a high level of interaction with the students as well as with each other.
- The department has a strong focus on quality teaching with a faculty that excels in teaching students at all levels.
- The faculty of the department has adopted varied teaching methodologies to make the classroom environment receptive and non threatening for its students.
- To address to the needs of weak students the department also holds special remedial classes.
- The students are encouraged to explore beyond their prescribed curriculum by exposing them to various seminars and talks that are a regular feature of the department.
- Students interest in department programmes is very strong.

**Weaknesses**

Because of the native speakers teaching and learning process is not up to the mark, as native speaker whose L1 dominates the L2.

**Opportunitie**s

Being Jharsuguda is a industrial city Commerce students get better job opportunity.

**Challenges**

Students from diverse backgrounds come with different expectations from an honours course. Sometimes it becomes difficult to veer their interest from language to a purely literature course.

**Future Plans**

Attempt has been taken to open Hons in future.

Initiated the process to conduct a National Seminar.

# Post – Accreditation Initiatives

# POST- ACCREDITATION INITIATIVES

1. Establishment of I.Q.A.C. on 11.8.2011.
2. Kirloskar Green DG set installed in the year 2012.
3. Construction and functioning of New Ladies Hostel during the year 2013-14.
4. Opening of Commerce in +3 stream during the year 2012-13.
5. Opening of Science in +3 stream during the year 2013-14.
6. Separate I.Q.A.C. Room constructed session 2013.
7. IT room constructed with 15 computers during the year 2015.
8. Separate Library building for +3 constructed.
9. C.C.T.V. camera installed during the year 2015.
10. Wifi campus in the year 2015.
11. Canteen "Annapurna" started in the year 2014.
12. Appointment of new Teaching and Non-teaching staff.
13. Enhancement in the hike of salary of the staff.
14. Four number of smart classes.
15. Audio Video Teaching.
16. Renovation of the of the college building under RUSA grant.
17. Construction of New Auditorium.
18. Proposal to the Govt. for construction of English Language Laboratory.
19. Gym for students and staff.
20. Books of 13 Lakhs purchased under RUSA grant.
21. Library Automation done.
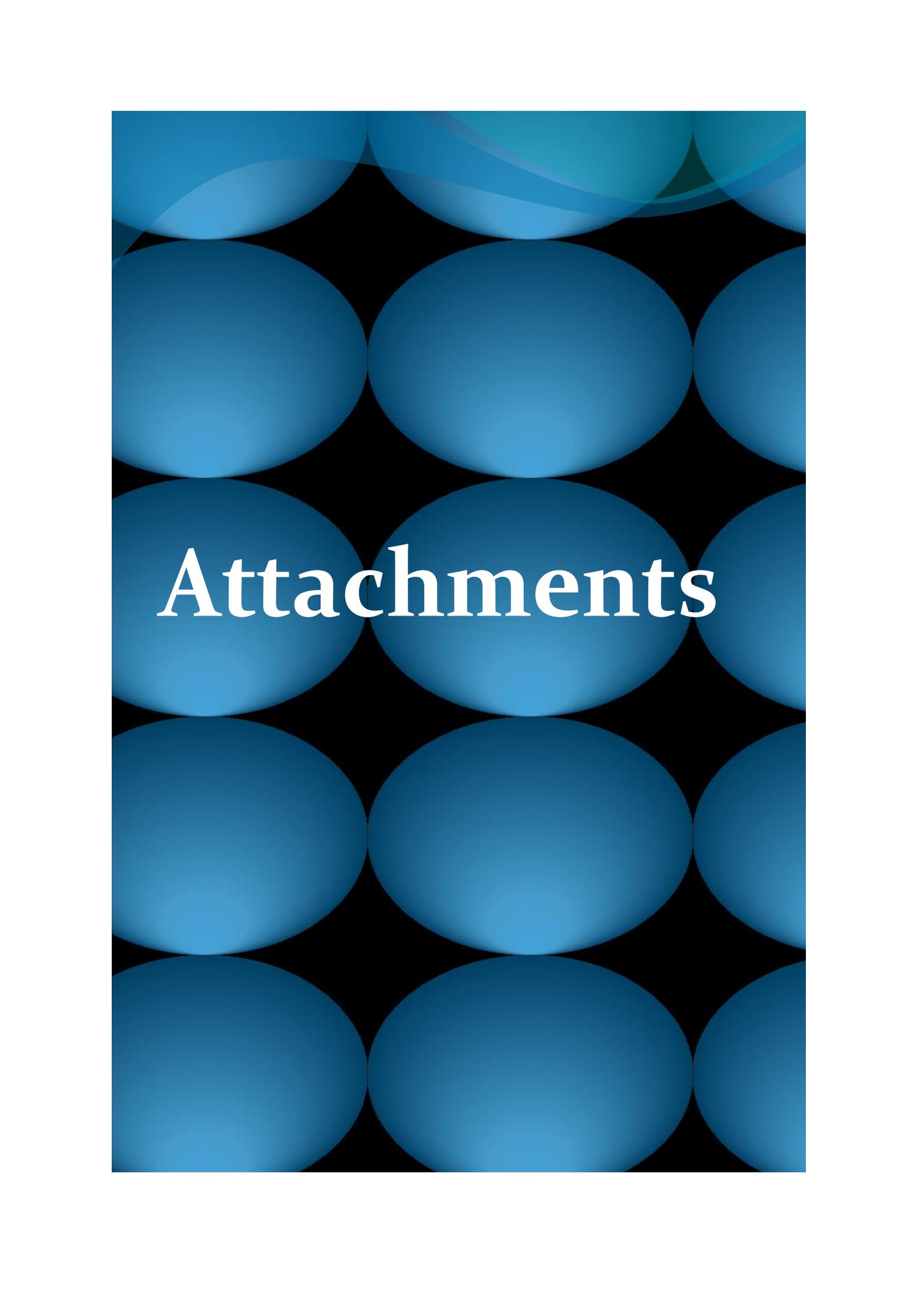
# Attachments

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वयत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

# Certificate of Accreditation

The Executive Committee of the

National Assessment and Accreditation Council

on the recommendation of the duly appointed

Peer Team is pleased to declare the

Women's College

Jharsuguda, affiliated to Sambalpur University, Orissa as

Accredited

with CGPA of 2.01 on four point scale

at B grade.

Date : January 29, 2009

Director

EC/47/A & A/64

2f_12 b.pdf    affiliation.pdf    grant letter.pdf

# ATTACHMENTS

**Attachments No 01**

# COLLEGE CALENDER 2014-15/2015-16

# CONTENTS:-

I. A brief History of the college

II. Succession List of Principal.

III. Member of The staff

    a) Teaching
    b) Non Teaching

IV. CO-Curricular Activities

V. Admission Procedure

VI. College Fee & Finance

VII. Courses & Examination

 VIII. College Rules

  IX. College library

    a) Library Rule

X. Hostel Rules

XI. Student Extension services

XII. Student Union

XIII. College Publication

XIV. General information to the students

XV. NAAC COMMITTEE

XVI. IQAC COMMITTEE

XVII. RUSA COMMITTEE

# VISION AND MISSION

The vision ,mission and objective of women's college ,Jharsuguda are amply reflected in the college 's motto ---*"Tamoso Ma Jotirgamaya''* (a journey from darkness to light ,that is from ignorance to knowledge ).Right from its inception in 1982 till today ,the college has striven to achieve greater heights in quality education .Developing an ardent quest for knowledge research ,respect for culture ,generating sensitivity towards one's environment are some of the focal points around which the institution works.

Women's college Jharsuguda is a premier College affiliated to Sambalpur university .Hence the curriculum design ,development and its review come under purview of the University .As far as the curriculum ,number and combination of subjects, teaching hours, in –take in each course etc are concerned the guidelines of Sambalpur University ,to which this College is affiliated ,are followed .However our teacher who are the members of the board of studies of the University and subject Associations are involved in the framing of the syllabus. Our College offers 3 programmers at the U.G level.

The institution has made constant efforts to integrate the goals and objectives of the institution into the curriculum by conducting various seminars and workshops and by inviting eminent resource person and experts to enlighten the staff and students in their respective subjects. The concept of parallel education runs deep in our curriculum and all departments in the college organize seminars, symposia, conferences study tours, and other academic activities to achieve this end. The departments have been provided with internet facility the class room have LCD facility to enable ICT teaching. Our teacher s integrates tools of ICT in their lectures. In Oder to make the curriculum student-centric, students are asked to hold seminars, participate in group discussion and undertake projects, industrial visit etc. Remedial classes for slow learners and coaching classes for entry into services are conducted.

Students are sensitized on pertinent issues like gender equity, human rights, climate change and environmental protection through various clubs and associations in the college. The various students associations, departments, staff council committees as well as robust **YRC** and **NSS** units are running comprehensive programmes for the betterment of the students in particular, and society at large. The committees like the grievance committees/ST OBC Counseling committee and gender sensitization society have been created to address the special needs of the students.

The strong feedback mechanism for faculty involving self –appraisal, feedback from students, stakeholders and Head of the institution help faculty to enhance their professional competency the I.Q.A.C. plays a significant role by offering valuable suggestion in the implementation of the curriculum.

## CHAPTER-1

## THE HISTORY OF THE COLLEGE IN OUTLINES.

1.  Establishment of the college.                    :        19/05/(1982-83).
2.  University Affiliation to I.A.                    :        1982-83.
3.  Affiliation to C.H.S.E, Odisha.                  :        1984-85 for +2 Arts.
4.  Permanent Recognition to +2 Streams.             :        2003-04 for +2 Arts,
    Sc.Com.
5.  Traditional B.A .Affiliation to Sambalpur University    :        1984-85.
6.  University Affiliation to +3 Arts.               :        1985-86
7.  Govt. Recognition to Hons +3 Arts.               :        Eco. Pol.Sc. Hist. Odia.
    Hindi.

                                                              Seat Increased from 64-
                                                              128               in
                                                              2005-06
8.  Permanent University Affiliation to +3 Art       :        1993-94
9.  Opening permission to +2 Sc.                     :        1992-93
10. Opening permission to +2 Com.                    :        1996-97
11. Opening permission to +3 Sc.                     :        2012-13
12. Opening permission to +3 Com.                    :        2013-14
13. Fold of Direct Payment                           :        01/06/1988, 1/3$^{rd}$
14. Location                                         :        Mangal Bazar Road,
                                                                  Jharsuguda Odisha.
15. Total Student Strength                           :        2015-16,1452
16. Principal                                        :        Mrs. Balbindar Kaur.
17. Total Lectures                                   :        2015-16,34
18. Demonstrators                          :        05
19. PET                                              :        01
20. Other Employees                                  :        2015-16,20
21. M. Phil. Holders                                 :        2015-16,15

22. Ph. D Holders                                    :              2015-16,08

# CHAPTER-II

# SUCCESSION LIST OF PRINCIPAL

| SL NO | NAME | FROM | TO |
|---|---|---|---|
| 1 | Ms  SUSHASMA SARANGI I/C | 30.07.1982 | 30.08.1982 |
| 2 | Mrs. SUSHAMA MAHANTI I/C | 31.08.1982 | 26.08. 1987 |
| 3 | Prof G.S GHOSH | 27.08.1987 | 26.07.1990 |
| 4 | Ms PRAMILA MAJEJI,I/C | 26.07.1990 | 11.07.1991 |
| 5 | Prof N.K PUJARI | 12.071991 | 19.10.1992 |
| 6 | Prof TAHALU SAHAU | 19.10.1992 | 3.07.1998 |
| 7 | Ms PRIYAMBADA DASH | 03.07.1998 | 31.07.2002Q |
| 8 | Dr. DASHRATH CHOUDHURYI/C | 1.08.2002 | 16.08.2002 |
| 9 | Prof LALIT MOHAN DASH | 16.082002 | 30.04.2004 |
| 10 | Dr. DASHARATH CHOUDHURY I/C | 30.042004 | 04.07.2004 |
| 11 | Mrs. MARLENE RODRIGUES | 05.07.2004 | 28.02.2007 |
| 12 | Dr. BIJAN KUMAR MAHAPATRA I/C | 28.02.2007 | 29.06.2007 |
| 13 | Dr. DASARATH CHOUDHURY | 29.06.2007 | 04.07.2008 |
| 14 | Prof TAHALU SAHU | 04.07.2008 | 30.04.2009 |
| 15 | Mrs. SUSHAMA MAHANTI ,I/C | 01.05.2009 | 15.06.2009 |
| 16 | DR.BIJAN KUMAR MAHAPATRAI/C | 16.06.2009 | 30.04.2011 |
| 17 | Dr. MAKARDHAWAJ BISWAL | 14.09.2009 | 30.04.2011 |
| 18 | Mrs. SUSHAMA MAHASNTI,I/C | 01.05.2011 | 30.04.2013 |
| 19 | DR. BHARATI DASH, I/C | 01.05.2013 | 23.06.2013 |
| 20 | DR. BIJAN KU. MOHAPATRA | 23.06.2013 | 31.08.2014 |
| 21 | MR. LAMBODAR PATEL,  I/C | 01.09.2014 | 08.09.2014 |
| 22 | DR. PRAMILA MAJEJI, I/C | 09.09.2014 | 31.08.2015 |
| 23 | MRS. BALBINDER KAUR | 4.09.2015 | Continuing |

# THE MEMBER OF THE STAFF

DEPT. OF ENGLISH
1. Mr. Lambodar Patel, M.A.,

2. Mrs. Balbinder Kaur, M.A.,

3. Ms. Nibedita Patel, M. A.,

DEPT OF ODIA
1. Dr. Bhrati Dash, M.A, M. Phil, Ph.D. B.Ed,

2. Mrs. Kalyani Mishra, M.A., M. Phil

3. Mrs. Mamata Pradhan, M.A.,

4. Mr. Nairuta Ratha, M.A.

DEPT OF HINDI
1. Dr(Mrs).Vedula Ramalakshmi, M.A. Ph.D,

2. Dr(Mrs). Meena Soni, M.A., Ph.D.,

3. Ms. Diksha Dixit, M.A.,

DEPT OF POLITICAL SC
1. Mrs. Renuka Pujari, M.A.

2. Dr. Suprita Dash, M.A., M.Phil, Ph.D.

3. Mrs. Sanjukta Kar, M.A.

DEPT OF HISTORY
1. Ms. Gulapimayee Dash, M.A., M.Phil,

2. Mrs. T. Seetalaxmi, M.A.

3. Mrs. Hemlata Birtia, M.A.,

DEPT OF ECONOMICS
1. Mrs. Lipsa Goswami, M.A., M. Phil

|  | 2. Ms.  P. Meenakshi Kalyani, M.A. |
|---|---|
| DEPT OF  MATHS | 1. Mrs. Nandini Satapathy, M.Sc, M.Phil |
|  | 2. Ms. Beenapani Tripathy, M.Sc, M.Phil |
| DEPT OF HOME SC | 1. Mrs. Sushama Mahanti, M.A. |
|  | 2. Dr. Jayashree Mishra, M.A., M.Phil, Ph.D |
| DEPT OF EDUCATION | 1. Mrs. Chandrama Panda,M.A,M.Phil,B,Ed |
|  | 2.  M.S NiKI Mishra ,M.A,M.Phil,B.Ed |
| DEPT OF PHYSIC S | 1. Dr.(Mrs )Rita Patel, M. Sc, M. Phil, Ph.D |
|  | 2. Ms. Purnima Naik, M.Sc |
| DEPT OF CHEMISTRY | 1. Dr(Mrs). Gitarani Dixit, M.Sc., M.Phil, Ph.D. |
|  | 2. Mrs. Anjum Parveen, M.Sc |
| DEPT OF BOTANY Ph.D | 1. Dr(Mrs) Bijaylaxmi Bohidar, M.Sc, M.Phil, |
|  | 2. Ms. Sumi Ray, M.Sc |
| DEPT OF ZOOLOGY | 1. Mrs. Kshitishree Bhoi, M.Sc, M. Phil, B.Ed, |
|  | 2. Mrs. Nima Panigrahi, M.Sc, M. Phil |
| DEPT OF COMMERCE | 1. Mrs. N.V. Jyotikumari, M.Com. |
|  | 2. Mrs. Rajani Sharma, M.Com |
|  | 3. Mrs. Snanda Boxi, M. Com |
|  | 4. Mrs. Sujata Rath, M. Com |
| DEPT OF IT | 1. Mrs. Bindhya Basini Tiwari, MCA |

# **NON-TEACHING STAFF**

1.	Mr. Lalit Kumar Tiwari, Sr. Clerk

2.	Mrs. Bidesini Nayak, Jr. Clerk-cum-Typist

3.	Mr. Bhupendra Kumar  Laxmidas, Jr. Clerk

4.	Dileswar Pradhan, Jr. Clerk

5.	Mr. Arobinda Dilla, Jr. Clerk

6.	Mrs. Prativa Pandey, DEO

7.	Mrs. Saroj Naik, P.E.T.

8.	Mrs. Susmita Sahani, Librarian

9.	Mr. Rabinarayan Das, Peon

10.	Mr. Kulamani Dila, Peon

11.	Mr. Munu Gour, Peon

12.	Mr. Bimber Bhainsa, Peon

13.	Mr. Jaymangal Bhainsa, Science Lab Attendant

14.	Mrs. Puspanjali Das, Home Science Attendant

15.	Mr. Jugal Kishor Behera, Peon

16.	Mrs. Durlavi Naik, Common Room Peon

17.	Mr. Laxman Chandra Behera, Watchman

18.	Mr. Sarat Chandra Choudhury, Watchman-cum-Gardener

19.	Mrs. Bina Sandha, Sweepress

20.	Mrs. Dulari Bharasagar, Sweepress.

## DEMONSTRATOR

1. Mrs. Indu Bakshi, (Botany), M.Sc, M.Ed.

2. Mrs. Manjulata Patel, (Home Science), M.A. B.Ed,

3. Mrs. Padmini Patel, (Zoology), M.Sc

4. Mr. Rabindra Kumar Satapathy, (Chemistry), B.Sc

5. Ms. Bharati Sahu, (Physics), B. Sc

# CHAPTER-IV

# CO-CURRICULAR ACTIVITIES

| | | | |
|---|---|---|---|
| 1 | Officer in charge of +2 wing | - | Dr. Bharati Dash, Reader in Odia |
| | +3 Wing | - | Mrs. S. Mahanti, Lect in Home Sc |
| 2. | Academic Bursar | - | Mrs. N. Satapathy, Lect in Maths |
| 3. | Administrative Bursar | - | Mr. L. Patel, Reader in English |
| 4. | Accounts Bursar | - | Ms. B. Tripathy, Lect in Maths |
| 5. | Staff Council Secretary | - | 1. Mrs. R. Pujari, Lect in Pol Sc |

6. Advisory Board to Students Union (Advisor)-   Mrs. S. Mahanti, Lect in H.Sc.
   Advisory Board   Associates   -   Dr. V. Ramalakshmi, Lect in Hindi
                                  -   Ms. G. M. Dash, Lect in History
                                  -   Mrs. N. Satapathy, Lect in maths
                                  -   Mrs. R. Pujari, Lect in Pol Science
                                  -   Dr. R. Patel, Lect in Physics
                                  -   Dr. S. Dash, Lect in Political Sc
                                  -   Mrs. L. Goswami, Lect in Economics
                                  -   Mrs. R. Sharma, Lect in Commerce

7. University Examination  (Final)  -  Dr. S. Dash, Lect in Pol Sc (Supdt)
                          (Second) -  Mrs. N. Satapathy, Lect in Maths.(Supdt)
                          (First)  -  Dr. B. L. Bohidar, Lect in Botany (Supdt)

8. CHSE Examination   -   Supdt: Mrs. R. Pujari, Lecturer in Pol Sc

|   |   |   | - | Dy Supdt: Dr. V. Ramalakshmi, Lect in Hindi |

9.   College Examinations (Sc & Com)-    Ms. G. M. Dash, Lect in History
                                -    Mrs. S. Kar, Lect in Pol Sc

                   (Arts)   -    Mrs. K. Mishra, Lecturer in Odia
                                -    Mrs. L. Goswami, Lect in Economics

10.  U.G.C                            -    Mrs. S. Mahanti, Lect in Home Sc
                                -    Dr. G. Dixit, Lecturer in Chemistry
                                -    Ms. B. Tripathy, Lect in Maths

11. University Affiliation & Concurrence-    Dr. R. Patel, Lect in Physics
                                -    Dr. B.L. Bohidar, Lect in Botany
                                -    Dr. G. Dixit, Lect in Chemistry
                                -    Mrs. R. Sharma, Lect in Com

12.  +2 Admission and Subject change -    Dr. G. Dixit, Lecturer in Chemistry
                                -    Dr. R. Patel, Lect in Physics
                                -    Mrs. S. Kar, Lect in Pol Sc.
                                -    Mr. R. K. Satapathy, Demn in Che
                                -    Mrs. K. Mishra, Lect in Odia

13.  +3 Admission and Subject change.-    Mrs. T. Seetalaxmi, Lect in History
                                -    Mrs. K. Bhoi, Lect in Zoology
                                -    Mrs. M. Patel, Demn in Home Sc
                                -    Dr. Meena Soni, Lect in Hindi

14.  Time Table                      -    Dr. R. Patel, Lect in Physics
                                -    Mrs. K. Bhoi, Lect in Zoology
                                _    Mrs. Rajani sharma, Lect in Com

15.  College Website
                                -    Mrs. R. Pujari, Lect in Pol Sc,
                                -    Dr. S. Dash, Lect in Pol Sc
                                -    Dr. V. Ramalakshmi, Lect in Hindi
                                -    Mrs. B.B. Tiwari, Lect in IT

16.  Library                           -    Ms. G.M. Dash, Lect in History
                                -    Mrs. S. Kar, Lect in Pol Sc
                                -    Dr. B.L. Bohidar, Lect in Botany
                                -    Mrs. P. Patel, Demn. in Bio-2.

|     |     |     |
| --- | --- | --- |
|     |     | - Mrs. K. Bhoi, Lect in Zoology |
| 17. | E- Magazine | - Dr. J. Mishra, Lect in Home Sc |
|     |     | - Dr. V. Ramalakshmi, Lect in Hindi |
|     |     | - Dr. Meena Soni, Lect in Hindi |
| 18. | Wall Magazine | - Mr. L. Patel, Reader in English |
|     |     | - Dr. V. Ramalakshmi, Lect in Hindi. |
|     |     | - Mrs. M. Pradhan, Lect in Odia |
| 19. | Scholarship & Stipends | - Dr. R. Patel, Lect in Physics |
|     |     | - Mrs. K. Bhoi, Lect in Zoology |
|     |     | - Mrs. M. Patel, Demn in Home Sc |

20.Athletic Association(Vice President)- Mr. L. Patel, Reader in English
- Ms. G. M. Dash, Lect in History
- Mrs. K. Bhoi, Lect in Zoology
- Mrs. I. Bakshi, Demn in Biology
- Mrs. S. Naik, PET

| 21. | Cultural Society Competition And Exhibition | - Dr. B. Dash, Reader in Odia |
| --- | --- | --- |
|     |     | - Mrs. R. Pujari, Lect in Pol. Sc |
|     |     | - Mrs. K. Mishra, Lect in Odia |
|     |     | - Dr. J. Mishra, Lect in Home Sc |
|     |     | - Dr. V. Ramalakshmi, Lect in Hindi |
|     |     | - Mrs. M. Patel, Demn in Home Sc |
|     |     | - Mrs. P. Patel, Demn in Biology |
|     |     | - Dr. Meena Soni, Lect in Hindi |
|     |     | Mrs. L. Goswami, Lect in Economics |
| 22 | NSS | - Dr. Meena Soni, Lect in Hindi |
|     |     | - Mrs. K. Mishra, Lect in Odia |
| 23. | Youth Red Cross | - Ms. G. M. Dash, Lect in History |
|     |     | - Mrs. Indu Bakshi, Demn in Biology. |
|     |     | - Mrs. Saroj Naik, P.E.T |
| 24. | Self Defence | - Ms. G. M. Dash, Lect in History |
|     |     | - Mrs. Indu Bakshi, Demn in Biology. |
|     |     | - Mrs. Saroj Naik, P.E.T |
| 25. | Income Tax | - Mrs. N. Satapathy, Lecturer in Maths |

|     |                             |   |                                          |
|-----|-----------------------------|---|------------------------------------------|
|     |                             | - | Ms. B. Tripathy, Lecturer in Maths       |
| 26. | Student Attendance          | - | Mrs. M. Pradhan, Lect in Odia.           |
|     |                             | - | Mrs. P. Patel, Demn in Biology.          |
|     |                             | - | Mrs. M. Patel, Demn in Home Sc           |
|     |                             | - | Mr. N. Ratha, Lect in Odia               |
|     |                             |   | Mrs. N. Panigrahi, Lect in Zoology       |
| 27. | Holiday List                | - | Ms. G.M. Dash, Lect in History           |
| 28. | RTI & Public Information     | - | Dr. Suprita Dash, Lect in Pol Sc.        |
|     |                             | - | Mrs. M. Soni, Lect in Hindi              |
| 29. | Appellant Authority         | - | Mr. L. Patel, Reader in English          |
|     |                             | - | Dr. Bharati Dash, Reader in Odia         |
| 30. | College garden              | - | Dr. B.L. Bohidar, Lect in Botany,        |
|     |                             | - | Mrs. Indu Bakshi, Demn in Biology        |
|     |                             |   | Ms Sumi Ray, Lect In Botany              |
| 31. | Staff Common Room           | - | Mrs. R. Pujari, Lect in Pol. Sc          |
|     |                             | - | Mrs B.B Tiwari , Lect in IT              |

-       Mrs. R. Sharma,

Lect in Com

| 32. | Anti Ragging Cell           | - | Mrs. T. SeetaLaxmi, Lect in History      |
|     |                             | - | Dr. S. Dash, Lect in Pol Sc              |
|     |                             | - | Mrs. L. Goswami, Lect in Economics       |
| 33. | Stock and Furniture         | - | Mrs. N. Satapathy, Lect in Maths,        |
|     |                             | - | Mr. R.K. Satapathy, Demn in              |

Chemistry,

| 34. | Hostel Committee (Old Hostel) | - | Mrs. N. Satapathy, Lect in Maths       |
|     |                             | - | Ms. B. Triapthy, Lect in Maths           |
|     |                             | - | Mrs. T. Seetalaxmi, Lect in History      |
|     |                             | - | Mrs. S. Mahanti, Lect in Home Sc.        |
| 35. | Hostel Committee (New Hostel) | - | Dr. J. Mishra, Lect in Home Sc         |
|     |                             | - | Dr. S. Dash, Lect in Pol Sc              |
|     |                             | - | Dr. B.L. Bohidar, Lect in Botany         |
|     |                             | - | Mrs. R. Pujari, Lect in Pol. Science     |

|     |                                       |     | Mrs. L. Goswami, Lect in Economics |
| --- | ------------------------------------- | --- | ---------------------------------- |
|     |                                       | -   | Mrs. Indu Bakshi, Demn in Biology  |

| 36. | Hostel Superintendent (Old Hostel)- | Mrs. N. Satapathy, Lect in Maths |
| --- | ----------------------------------- | -------------------------------- |
|     |                                     | - Mrs. T. Seetalaxmi (Asst. Supdt.) |

| 37. | Hostel Superintendent (New Hostel)- | Dr. J. Mishra, Lecturer in Home Sc |
| --- | ----------------------------------- | ---------------------------------- |
|     |                                     | - Mrs. I. Bakshi (Asst. Supdt) |

| 38. | Purchase committee | - | Mrs. R. Pujari, lect in Political Sc |
| --- | ------------------ | - | ------------------------------------ |
|     |                    | - | Dr. R. Patel, Lect in Physics |
|     |                    | - | Dr. G. Dixit, Lect in Chemistry |
|     |                    | - | Ms. B. Tripathy, Lect in maths |
|     |                    | - | Mrs. S. Sahani, Librairna |

| 39. | Grievance Cell | - | Dr. R. Patel, Lect in Physics |
| --- | -------------- | - | ----------------------------- |
|     |                | - | Mrs. L. Goswami, Lect in Economics |
|     |                | - | Mrs. K.Bhoi,Lect in Zoology |

| 40. | Internal Discipline | - | Mrs. N. Satapathy, Lect in Maths. |
| --- | ------------------- | - | --------------------------------- |
|     |                     | - | Mrs. R. Pujari, Lect in Pol.Sc |
|     |                     |   | Mrs. T. Seetalaxmi, Lect in History |
|     |                     | - | Mrs. C .Panda, Lect in Education. |

| 41. | Proctorial System | - | Mrs. T. Seetalaxmi, Lect in History |
| --- | ----------------- | - | ----------------------------------- |
|     |                   | - | Mrs. M. Patel, Demn in Home Sc. |
|     |                   |   | Mr. R. K. Satapathy, Demn. Che |

| 42. | GPF/GIS/EPF | - | Ms. B. Tripathy, Lecturer in Maths |
| --- | ----------- | - | ---------------------------------- |
|     |             | - | Dr. G. Dixit, Lec in Chemistry |
|     |             |   | Mrs. L. Goswami, Lect in Economics |

| 43. | Audit Compliance | - | 1. Ms. B. Tripathy, Lect in Maths |
| --- | ---------------- | - | --------------------------------- |
|     |                  | - | 2. Dr. G. Dixit, Lect in Chemistry |

| 44. | Independence / Republic Day | - | Mrs. R. Pujari, Lect in Pol. Sc. |
| --- | --------------------------- | - | -------------------------------- |
|     |                             | - | Mrs. S. Kar, Lect in Political Sc |
|     |                             | - | Mrs. K. Bhoi, Lect in Zoology |
|     |                             | - | Mrs. S. Naik, PET |

| 45. | Ganesh Puja & Saraswati Puja | - | Mrs. C. Panda, Lect in Education, |
| --- | ---------------------------- | - | --------------------------------- |
|     |                              | - | Dr. R. Patel, Lect in Physics |
|     |                              | - | Ms. G.M. Dash, Lect in HIstory. |
|     |                              | - | Mrs. M. Patel, Demn in Home Sc |

|  |  |  | - | Mrs. R. Sharma, Lect in Com |
|  |  |  | - | Ms. N. Patel, Lect in English |

| 46. | Campus Maintenance | | - | Dr. B.L. Bohidar, Lect in Botany |
|  |  |  | - | Dr. M. Soni, Lect in Hindi |
|  |  |  | - | Mrs. S. Naik PET |
|  |  |  | - | Ms. Purnima Naik, Lect in Physics |
|  |  |  | - | Mrs. N. Panigrahi, Lect in Zoology |

| 47. | +3 Form Fill Up | | - | Mrs. R. Pujari, Lect in Pol. Science |
|  |  |  | - | Ms. G.M. Dash, Lect in History |
|  |  |  | - | Dr. B. L. Bohidar, Lect in Botany |
|  |  |  | - | Mrs. K. Misrha, Lect in Odia, |
|  |  |  | - | Mrs. K. Bhoi, Lect in Zoology |
|  |  |  | - | Mrs. R. Sharma, Lect in Com |

| 48. | +2 Exam Form Fill up | (Arts) | - | Mrs. C. Panda, Lect in Education |
|  |  |  | - | Mrs. Niki Mishra, Lect in Education |
|  |  | (Sc) | - | Dr. B.L. Bohidar, Lect in Botany |
|  |  |  |  | Mrs. K. Bhoi, Lect in Zoology |
|  |  | (Com) | - | Mrs. N.V. Jyoti Kumari, Lect in Com |
|  |  |  |  | Mrs. R. Sharma, Lect in Commerce |

| 49. | Tabulator | (Arts) | - | Mrs. M. Patel, Demn in Home Sc |
|  |  |  | - | Mrs. P. Patel, Demn in Biology |
|  |  | (Sc) | - | Mr. R.K. Satapathy, Demn Che |
|  |  |  |  | Mrs. S. Naik, P.E.T |
|  |  | (Com) | - | Mrs. R. Sharma, Lect in Commerce |
|  |  |  | - | Mrs. B.B. Tiwari, Lect in IT |

| 50. | Career Counselling Cell | | - | Dr. S. Dash, Lect in Pol. Science |
|  |  |  | - | Dr. J. Mishra, Lect in Home Sc |

| 51. | College land, building & Construction | - | Mrs. S. Mahanti, Lect in Home Sc |
|  |  | - | Ms. B. Tripathy, Lect in Maths |
|  |  | - | Dr. G. Dixit, Lect in Chemistry |
|  |  | - | Dr. R. Patel, Lect in Physics |
|  |  | - | Dr. S. Dash, Lect in Pol. Science |
|  |  | - | Mrs. K. BHoi, Lect in Zoology |
|  |  | - | Sri R.K. Satapathy, Demn Che |

| 52. | Issue of Certificate / CLC | - | Mr. L. Patel, Reader in English |

|   |   |   | Mrs. N. Satapathy, Lect in Maths |
|---|---|---|---|
| 53. | Co-ordinator, SF IT Course | - | Dr. R. Patel, Lect in Physics, |
|   |   | - | Mrs. P. Patel, (helping desk) |
| 54. | Parent Teacher Association Committee/ | - | Dr. V. Ramalakshmi, Lect in Hindi |
|   | Alumni Association | - | Dr. B. Dash, Reader in Odia |
|   |   | - | Ms. G.M. Dash, Lect in History |
|   |   | - | Mrs. K. Mishra, Lect in Odia |
|   |   | - | Mrs. T. Seetalaxmi, Lect in History |
|   |   | - | Mrs. S. Kar, Lect in Pol. Science |
|   |   | - | Dr. M. Soni, Lect in Hindi. |
| 55. | Seminar / Symposium /Extra moral Lecturer | - | Ms. G. M. Dash, Lect in History |
|   |   |   | Mrs. C. Panda, Lect in Education |
|   |   |   | Mrs. N. Mishra, Lect in Education |
|   |   |   | Mrs. L. Goswami, Lect in Economics |
|   |   |   | Mrs. I. Bakshi, Demn in Biology |
| 56. | Annual Day | - | Mrs. S. Mahanti, Lect in Home Sc, |
|   |   | - | Mrs. R. Pujari, Lect in Pol Science |
|   |   | - | Dr. V. Ramalakshmi, Lect in Hindi. |
|   |   | - | Mrs. L. Goswami, Lect in Economics |
|   |   | - | Dr. J. Mishra, Lect in Home Sc. |
|   |   | - | Ms. B. Tripathy, Lect in Maths |
|   |   | - | Mrs. K. Mishra, Lect in Odia |
|   |   | - | Mrs. S. Kar, Lect in Pol Science |
|   |   |   |   |
|   |   | - | Mrs. I. Bakshi, Demn in Biology |
|   |   | - | Mrs. M. Patel, Demn in Home Sc |
|   |   | - | Mrs. S. Sahani, Librarian |
|   |   | - | Ms.S.Ray .Lect in Botany |
| 57. | Foundation Day | - | Dr. B. Dash, Reader in Odia |
|   |   | - | Mrs. N. Satapathy, Lect in Maths |
|   |   | - | Ms. G.M. Dash, Lect in History |
|   |   | - | Mrs. C. Panda, Lect in Education |
|   |   | - | Mrs. S. Naik, P.E.T |
|   |   | - | Mrs. I. Bakshi, Demn in Biology |
|   |   | - | Mrs. Anjum Parveen Lect Chem |
| 58. | AISHE / ACP Coordinator | - | Dr. Gitarani Dixit, Lect in Chemistry |
| 59. | Annual Budget | - | Mrs. N. Satapathy, Lect in Maths, |
|   |   | - | Dr. G. Dixit, Lect in Chemistry |

|   |   |   | Ms. B. Tripathy, Lect in Maths |
|---|---|---|---|
|   |   | - | Mrs. N.V. Jyotikumari, Lect in Com |
| 60. | Excursion /Study/Picnic/H Sc fair | - | Mrs. S. Mahanti, Lect in Home Sc |
|   |   | - | Dr. J. Mishra, Lect in Home Sc |
|   |   | - | Ms. B. Tripathy, Lect in Maths |
|   |   | - | Mrs. L. Goswami, Lect in Economics |
|   |   | - | Dr. S. Dash, Lect in Pol. Science |
|   |   | - | Dr. M. Soni, Lect in Hindi |
| 61. | IQAC | - | Principal I/C |
|   |   | - | Dr. B.L. Bohidar, Co-ordinator) |
|   |   | - | Dr. S. Dash, (Joint Co-ordinator) |
|   |   | - | Dr. V. Ramalaxmi, Lect in Hindi |
|   |   | - | Dr. J. Mishra, Lect in Home Sc |
|   |   | - | Mrs. Lipsa goswamy, Lect in Eco |
|   |   | - | Dr. S. Panigrahi, Lect in English   (BDEC) |
|   |   | - | Mr. S. K. Dubey, Lect in Eng, (LN College) |
| 62. | NAAC | - | Principal I/C |
|   |   | - | Mrs. S. Mahanti, (Co-ordinator) |
|   |   | - | Dr. V. Ramalakshmi (Joint Co-ordinator) |
|   |   | - | Mr. L. Patel, Reader in English |
|   |   | - | Mrs. R. Pujari, Lect in Pol. Science |
|   |   | - | Dr. G. Dixit, Lect in Chemistry |
|   |   | - | Dr. R. Patel, Lect in Physics |
|   |   | - | Mrs. L. Goswami, Lect in Economics |
|   |   | - | Dr. J. Mishra, Lect in Home Sc |
|   |   | - | Dr. S. Dash, Lect in Pol. Science |
|   |   | - | Mrs. K. Bhoi, Lect in Zoology |
|   |   | - | Mrs. N.V. Jyotikumari, Lect in Com |
|   |   | - | Mrs. S. Sahani, Librarian |
| 63. | RUSA | - | Principal In-charge |
|   |   | - | Dr. R. Patel, Lect in Physics (Co-ordinator) |
|   |   | - | Dr. V. Ramalakshmi, (Joint Co- ordinator) |
|   |   | - | Dr. S. Dash, Lect in Pol. Sc. |
|   |   | - | Dr. V. Ramalakhsmi, Lect in Hindi |
|   |   | - | Ms. B. Tripathy, Lect in Maths |
|   |   | - | Dr. B.L. Bohidar, Lect in Botany |
|   |   | - | Dr. J. Mishra, Lect in Home Sc |

|     |                                                   |   |                                          |
|-----|---------------------------------------------------|---|------------------------------------------|
|     |                                                   | - | Mrs. S. Sahani, Librairan                |
| 64. | HRMS                                              | - | Dr. R. Patel, Lect in Physics            |
| 65. | Stock & Maintenance of Electrical (UGC)-          |   | Dr. R. Patel, Lect in Physics            |
|     |                                                   | - | Mr. R. K. Satapathy                      |
|     |                                                   | - | Mrs. P. Patel, Demn in Biology           |
| 66. | Sexual Harassment Cell                            | - | Dr. B. Dash, Reader in Odia              |
|     |                                                   | - | Mrs. S. Mahanti, Lect in Home Sc         |
|     |                                                   | - | Mrs. N. Satapathy, Lecturer in Maths     |
| 67. | Research Committee                                | - | Dr. R. Patel, Lect in Physics            |
|     |                                                   | - | Dr. G. Dixit, Lect in Chemistry          |
|     |                                                   | - | Dr. V. Ramalakshmi, Lect in Hindi        |
|     |                                                   | - | Dr. B.L. Bohidar, Lect in Botany         |
|     |                                                   | - | Dr. S. Dash, Lect in Political Sc        |
|     |                                                   | - | Dr. J. Mishra, Lect in Home Sc           |
|     |                                                   | - | Dr. Meena Soni, Lect in Hindi            |
| 68. | EL and CL in-charge                                | - | Mrs. C. Panda, Lect in Education         |
|     |                                                   | - | Mr. N. Ratha, Lect in Odia               |
|     |                                                   | - | Mrs. P. Patel, Demn in Biology           |

# CHAPTER-V

# Admission Procedure

The +2 and +3 system is regulated under SAMS

(Student Academic Management system) centrally regulated by GOVT of odisha .The system is meant for ensuring single window system through E-Admission .Process ,economically maintaining transparency & reducing work pressure as well as anxiety of the college, students parents/guardians.

A common prospectus including E-admission features like selection guideline reservation & weight age, principles , seats availability subject information , cut off mark of last 2yrs Admission Fee etc will be available in the Higher Education Website WWW.dhe.odisha.in for print out .

A Common Application form (CAF) for Filling out the 10<sup>th</sup> Board details, +2 Marks details ,correspondence address, Personal MFO reservation weight age info etc can be availed from the website [WWW.dhe.odisha.in](WWW.dhe.odisha.in) college  stream in order of Preference

Students can avail the services of cyber cafes, common service centre or internet facility –centre. After filling the form online, the applicant has to get a printed CAF both College copy &Applicant copy. Only one CAF can be submitted by an applicant .submission of more than one CAF make all submitted CAF liable to be rejected .The Applicant has to preserve the reference number and the pass word from the printed CAF. Pass Port size photo self attested can be uploaded in the CAF or can be submitted along with the CAF in the college.

The Applicant has to submit the document as per the check list below.

1) Computer generated applicant copy signed by the applicant & guardian.
2) Computer generated applicant copy.
3) Self signed colour  photograph
4) Self signed HSC mark sheet certificate.
5) CHSE mark sheet /certificate.
6) Certificate of Reservation

However the selection for Honors in different subject shall be determined by the academic council /SU from time to time.

# CHAPTER VI

# COLLEGE FEE & FINANCE

### ANNUAL DUES PAYBLE EVERY YEAR DURING ADMISSION 14-15(+3

| | |
|---|---|
| ENROLEMENT | 30.00 |
| ATHELETIC | 40.00 |
| COLLEGE EXAM | 150.00 |
| ANNUAL DAY | 60.00 |
| COMMON ROOM | 10.00 |
| FURNITURE | 50.00 |
| MEGAZINE | 20.00 |
| SAHITYA SANSAD | 15.00 |
| LESSON PLAN | 15.00 |
| LIBRARY CARD | 50.00 |
| IDENTITY CARD | 30.00 |
| RED CROSS | 10.00 |
| PROCTORAL | 20.00 |
| DRAMA MUSIC | 40.00 |
| LITE & CUL | 50.00 |
| SPORTS | 70.00 |
| REGISTRATION | 120.00 |

| | |
|---|---|
| CYCLE STAND | 10.00 |
| ELECTRIC & WATER | 40.00 |
| LAB CAUTIOM MONEY | 30.00 |
| LATE ADM FEES | 08.00 |
| INSURANCE | 08.00 |
| N.C.C | 05.00 |
| ACADEMIC | 10.00 |
| OTHER | 20.00 |
| MONTHLY | |
| DEV FEES | 50.00 |

## ANNUAL DUES PAYBLE EVERY YEAR DURING ADMISSION 2 014/15(+2)

| | |
|---|---|
| D.E.O | 30.00 |
| ENROLMENT | 30.00 |
| ATHELETIC | 40.00 |
| COLLEGE EXAM | 150.00 |
| ANNUAL DAY | 60.00 |
| COMMON ROOM | 10.00 |
| FURNITURE | 50.00 |
| MEGAZINE | 20.00 |
| T.W.F | 10.00 |
| SAHITYA SANSAD | 15.00 |
| LESSON PLAN | 15.00 |
| LIBRARY CARD | 30.00 |
| IDENTITY CARD | 30.00 |
| RED CROSS | 10.00 |
| PROCTORAL | 20.00 |
| DRAMA MUSIC | 40.00 |
| LITE AND CUL | 30.00 |
| SPORTS | 70.00 |
| REGISTRATION | 50.00 |
| CYCLE STAND | 10.00 |
| STUDENTS ATTEN | 20.00 |
| ELECTRIC & WATER | 40.00 |
| SYLLABUS | 20.00 |
| LAB CAUTIOM MONEY | 30.00 |
| LATE ADM FEES | 8.00 |
| INSURANCE | 8.00 |
| N.C.C | 5.00 |
| ACADEMIC | 50.00 |
| CIIP | 15.00 |
| E.M.H | 150.00 |
| RECOG | 40.00 |
| FLAG | 5.00 |
| S.S.F | 5.00 |
| MONTHLY | 150.00 |

# CHAPTER-VII

## COURSE AND EXAMINATION

### COURSE STRUTURI AND EXAMINATION

A PASS STUDENT shall opt for one pass subject of 400 marks in additiona to compulsory and elective papers. Each student shall have two elective subjects. Each elective subject shall consist of two papers each carrying 100 marks. Subjects with practical component shall have 75% Theory and 25% practical.

MIL_    odia, Hindi

Pass_    odia, pol.science, History, Education

      Home scienc, math.

ARTS PASS- 1400

| FIRST YEAR | SECOND YEAR | FINAL YEAR |
|---|---|---|
| English-100 | English-II-100 | MIL/AE -100 |
| M.I .L/A.E-100 | I.S.C -100 | Environmental- |
| Pass I-100 | Pass III-100 | Edication-100 |
| Pass II-100 | Pass IV-100 | Elective B I-100 |
| Elective B1, A II – 100 | Elective A II -100 | Elective B II -100 |
| TOTAL MARKS:-500 | 500 | 500 |

Distribution of marks of pass subjects 200+200
PRACTICAL PASS SUBJECT

| FIRST YEAR | SECOND YEAR |
|---|---|
| Paper-I-075 | P-4 Theory-075 |
| P-II-075 | P-5 Theory-075 |
| Practical p-II-050 | p-6 Practical-025 |

# ARTS (HONOURS)1800 MARKS

An honors' student shall choose one of the following honors' subjects. Carrying 800 marks

1. History 2. Economics 3.Political Science 4.Hindi 5.Odia

ARTS (Honours) 1800 Marks.

| FIRST YEAR | SECOND YEAR | FINAL YEAR |
|---|---|---|
| English I-100 | English II-100 | Environmental Studies-100 |
| M.I.L/AE-100 | I.S.C- 100 | M.I.L/AE-100 |
| Elective AI-100 | Hones P-III-100 | Hons P-VII-100 |

| Elective AII-100 | Hons P-IV-100 | Hons P-VIII-100 |
| Hones P-I-100 | Hons P-V-100 | Elective BI-100 |
| Hons P-II-100 | Hons P-VI-100 | Elective BII-100 |
| Total-----600 | Total-----600 | Total-------600 |

# PRACTICAL HONOURS SUBJECTS

| FIRST YEAR | SECOND YEAR | FINAL YEAR |
| P-I Theory.075 | P-4 Theory-075 | P-9 Theory-075 |
| P-II Theory.075 | P-5 Theory-075 | P-10Theory-075 |
| P-IIIPractical.050 | P-6 Theory-075 | P-II-Practical-050 |
| | P-8 Practical-100 | |

QUALIFYING MARKS--- In order to clear an examination, a candidate is required to secure a minimum of 30% marks in each subject and 40% marks in each practical paper , ,and a minimum of 36 % in aggregate.

DURATION OF PAPER-  The duration of each Theory carrying 75 or 100 Marks shall be of three hours 2 practical papers carrying  50 marks shall be of 4hrs and practical paper carrying 100 marks shall be of six hours.

# IX .COURSE CTRUCTURE AND DISTREBUTION OF MARKS

**COMMERCE**

+3 ST YEAR

English

Economics

Math2 Statistics

Financial Accounting

Company law

+3 IInd YEAR

Management Accounting

Principle of Management.

Cost Accounting

Company account

I.S.C

+3IIIrd YEAR

AU

Income Tax

E.V.S

# COMMERCE   PASS (1400 MARKS)

| FIRST YEAR | SECOND YEAR | FINAL YEAR |
|---|---|---|
| COMMUNCATIVE | I.S.C-100 | Env Std-100 |
| ENG------- 100 | PASS-4 POM-100 | Pass Aud -100 |
| B.E ----------100 | PASS-5 Cos-100 | Pass9 IT-100 |
| PASS- I F -100 | PASS-6COM-100 | Pass10QTBM-100 |
| PASS-II BCL-100 | PASS-7 MAA-100 | |
| Total marks-500 | Total marks-500 | |

## Abbreviations of Pass Subjects

F.A   ------ Financial Accounting
BCL ------- Business and company Law
BS   -------- Business Statistics
POM------ Principle OF Management
COS ------   Cost Accounting
COM -----   Company Account
MA -------   Management Accounting
AUD ------ Auditing
IT     ------ Income Tax
QTBM ---- Quantitative Techniques & Business Mathematics

## CHAPTER-VIII

# College Rules

## Admission

1.  The academic session of the college is from June to April with a long break of Summer Vacation.
2.  Admission to the college begins after the publication of the HS.C examination and C.H.S.E. results by following the rules of admission prescribed by the Govt. of Odisha, Council and University for discuss.

3.  A student seeking admission is required to apply in the prescribed form within the specified date.

4.      Ordinarily admission is allowed on the ground of merit and conduct of a student. Admission into the college cannot be claimed as matter of right.

5.      Each student must register her permanent and present address with phone number in the college.

## ATTENDANCE

1.      Every student is required to attend her class regularly and punctually. One can't absent herself from the class without permission from the concerned class teacher.

2.      Student should take their seats before the teacher enters the classroom. They will not be allowed to the class after the entry of the teacher. The teacher may consider the special classes.

3.      A student must behave properly in the class room in a disciplined manner and be alternative to the Lecturer.

4.      Under the regulation of the +2 Council and the University a student in order to be eligible for being sent up for the +2 / +3 Examinations is under obligation to secure minimum 70% of attendance in each subject.

5.      Only in exceptional cases the shortage of attendance can be considered if it falls between 60% and 75%.

6.      Students having less than 60% attendance in each of the subjects shall not be promoted to the next higher class or shall not be sent up to fill up the forms CHSE / University in spite of their academic performance in the college examination.

## PAYMENT OF FEES AND FINES

1. Development fees must be paid on the day fixed for collection

2. Any kind of fine on grounds of indiscipline will be realized along with the tution fees.

3. Declaration of class promotion result of a student can be with held in case of non -payment

of college dues, not return of library books shortage of attendance etc.

## MODE OF SUBMITTING APPLICATION, COMPLATIONS ETC

1. All written application should be submitted in the college office and the students need not approach the principal personally.

2. Honours student should contact their respective H.O.Ds to solve their problem before coming to the principal

3. Students having complaints should bring then to the grievance cell by means of a written application .They should drop their complaints in the complaints box also.

COLLEGE DRESS CODE

1. As prescribed by govt. of Odisha, uniform dress cod is applicable to the +2 and +3 students of the college. +2 students are required to put on a blue pink check kurta blue salwar with blue chunni where as +3 students put on cement-white check kurta and cement - white check kurta and cement colour salwar and cement colour chunni.

2. The dress code is mandatory and students will not be allowed to enter the college campus without proper uniform in all working days including ceremonial days.

## <u>COLLEGE DISCIPLINE</u>

1. All office orders, decisions, and instructions are given on the college Notice board; every student should see the Notice board to get the information. Ignorance of a student due to negligence will not be accepted as an excuse.

2. No student should remove any notice from the Board which will prevent other students. from getting required information. Removal of notice is a serious offence.

3. Every student should go through the college calendar to be aware of every matter related to own inters.

4. Mobiles phones are banned inside the campus

5. The student is not allowed to write or draw anything on the college walls.

6. Frequent movement of the students in the corridors and nothing disturbances are strictly prohibited.

7. Every student should bring her college identity card with her.

8. A studious atmosphere must prevail in the classroom as well as in the campus. When –The student have no classes, they may near in the students, common room or reading room

9. Student quality of serious misconduct or activities detrimental to the order and discipline in the college campus are unable to be expelled

10. Student should not bring mobile to the college.

11. Students must take care of the college Property.

12. Student's are required to keep their by cycles under the proper lock and key in the cycle shed in order to avoid theft. The cycle should be in line.

# EXAMINATION RULES

College Examination:

1. For the students of +2Ist year classes There shall be The half yearly and the annual examination and for those +2 2$^{nd}$ year and +3 Ist, 2nd, 3rd year classes there shall be test examination.

2. The half yearly examination and the test examination shall be held in the month of November.

3. The Annual examination shall be held sometime in March/April.

4. Promotion to the next higher class or sent up for the final examination will depend on the student's performance in the examination and the percentage of attendance as prescribed by the council and the university.

5. Appearance at the Half yearly and Test examination is compulsory for the students as for promotion from Ist year to 2 nd Year The marks of both the examination will be taken into consideration.

6. Generally a student's is to secure pass mark (33%)in each and every individual paper for promotion .

7. Any short of indiscipline or mal practice at the examination will be serious viewed.

8. The name of the students shall be struck off from the college for any indiscipline in the college.

9. The staff council is to meet at the time of publication of result and fix a criterion for the promotion of students.

10. The staff council has The power to alter the rules as and when necessary.

# Council Examination and University Examination

<u>1</u> The examines of the university exams and +2 council exams are required to abide by all the rules set by those bodies as well as the rules framed by the centre superintendent.

2.Malpractice any form is now a cognizable offence under the odisha conduct of examiner Act,1988 in addition to the reporting of the malpractice to the council/university, the examinees indulging in malpractices may be criminally preceded under this Act by way at FIR in the local police station

COMMUNICATION WITH GUARDIANS

1. Guardians of the students may meet the principal and proctor and enquire about the welfare and progress of their words they are also requested to meet the principal when advised to do so
2. Reports regarding the undesirable activities of the students may be sent to the guardians from time to time for their information.
3. A guardians cell operates under the supervisee of a senior teaching member nominated by the principal to ensure a continuing report between the staff and guardians.

# **CHAPTER -IX**

## <u>THE COLLEGE LIBRARY AND LIBRARY RULES</u>

The college library contains about (No) books arranged subject wise giving special attention to the needs of +3 and +2 students. Every year new books are added by utilizing the funds received from the UGC. The library subscribes to magazines and journals in different subjects and languages . The management of the library is under a library committee which has been headed by a senior lecturer and has been assisted by a qualified librarian and a library attendant .The member of the staff students and the alumni may use the library

### <u>RULES</u>

1. The Library remains open during the college hours .
2. The Library remain closed on other authorized holidays
3. No books shall be taken out of the library without the knowledge of the librarian until it has been properly entered in the issue register and the entry attested by the borrower.

4. Each borrower must examine the condition of the book before it is issued in case of any damage discovered later the blame will be upon the borrower.
5. Each student will be provided with a library card at the time of their admission .The card will be presented both at the time of borrowing and returning to the book.
6. The number of books that can be issued to an Honors student is 2 (two) and for other students is 1 (one) – books shall be returned within the period of one week if not, the borrower shall be fined 50 paisa per day .
7. When the data for return of a book falls on authorized holiday .it should be returned to the library on the day the college opens after the holiday.
8. Library books in possession of borrowers should be returned to the library before the college closes for the long vacations on or before the data notified for the purpose.
9. No marginal or other notes shall be made in the library books nor shall any pictures or pages be removed or otherwise disfigured.
10. Any book lost, damaged or defaced by a borrower must be replaced by him .
11. The librarian will report to the principal the name of the borrower responsible for improper lose of the library books.
12. There are some restrictions in the issue of reference books ,dictionaries, encyclopedias and course of studies .However special permission can be obtained from the principal to use any of the above.
13. If any borrower keeps a book in her.

Possession for more than the time allowed for the purpose ,No more books will be issued to her until the books is returned to the library in extreme cases ,The privilege of using the library may be denied to such person.

14. The users of library are expected to maintain silence in the library .the librarian and the teacher must use their influence to guide the students to observe strict silence.

15. The library premises should not be used for any other purpose other than reading or consulting books and periodicals of the library.

16. A book once issued to a borrower may be reissued to her up to third time only when nobody else wants to take the book

17. Members of the staff are allowed to borrow text books of other department if books of other department are needed to be borrowed. They are requested to obtain permission from the concerned heads of department.

18. In case the library book issued is lost by the person concerned the recovery shall be made of the rate of double the cost price of the book.

19. A person who deals with the library is supposed to know the library rules and to have agreed to abide by them. Ignorance of the library rules will be no excuse for the break of any rules.

# STUDENTS EXTENSION SERVICES

## NSS     (National Service Scheme)

The NSS has been introduced in the college

Since 1996 with the object of providing students with opportunities devote their leisure intact service of national and to inculcate a sense of sense of  social responsibilities ,discipline and dignity of labor among the students.

## SPECIFIC OBJECTIVES

1) To work among the people.

2) To engage in non-violent and constructive social Activities.

3) To in hence their knowledge about themselves and the community through confrontation with reality.

4) To put their scholarship to practical use in mitigating at least some of the social problems.

5) To gain skills in the exercise of democratic leadership.

## Code of Conduct for Volunteers:-

1) A volunteer must work under the strict guidance of programme officers a & group  leader

2) She must abide by the rules & discipline of the camp.

3) Her dress, food & manner should be as simple as that of a villagers.

4) It is part of her duty to promote NSS objective by practice &example in order to gem the trust &Co-operation official people

5) Any deviation from the above on the part of volunteer will be seriously taken and mangled to the termination of her volunteer ship.

3. There are 2 NSS units in the college haring strength of 100 students under the supervision of 3 programme officers.

## 4. How To Join NSS

Students who desire to join NSS must apply in a plain paper and submit to the programme officer. Normal camp have been arranged from time to time in the adopted village & in the college on Sunday 2 holidays .Rallies and procession have been organized on some special days like literacy day ,international women ' Day, world Leprosy day special camps have also been held for 10 to 15 days of different places during vacation & holidays .Health Camp Blood Donation camp etc. have been organized to create awareness among the people .

Certificate will be issued to the deserving volunteer .Such certificate helps them in building up career & employment.

5. **MOTTO** The motto and watch ward of NSS is not M.E But You .The reflects the essence of democratic living & upholds the need for selfless service &appreciation of other person's Point of view and also to show consideration for fellow human being.

# YOUTH RED CROSS (YRC)

Youth Red Cross is student's wing of Indian Red Cross society. The Honorable Governor of odisha is the chairman. The minister of Education & youth service is the working chairman and secretary to the governor is the working chairman and secretary to the Governor is the honorable secretary of the YRC of Odisha.

Our college has a unit of the YRC of Odisha .All the students of the college are the member of this society .The principal is the ex –officio president of this unit .A member of the teaching staff is in charge of this unit.

## MOTTO OF YRC:-

The motto of YRC is to create balance in society by taking the college to the community and by bringing the community to the college.

## AIM OF YRC

The Aim of YRC is

1) Promotion of good health.

2) Service to others.

3) Fostering of a good relationship among all.

ACTIVITIES:- The Officer-in –charge selects a group of volunteer from among students who organize blood donation camps first aid training,. Visits patient in the nearby hospitals visit orphanage, offer volunteer help at the time of natural calamities like Flood & Fire.

# GRIEVANCE REDRESSAL CELL

A new section known as GRC has been started functioning from the college from the academic session 2007-08 .The cell help the student to put their grievance in a closed envelop in to a box. A committee of staff members headed by the principal will call the concerned student for the discussion find out suction

# PARENTS TEACHER ASSOCIATION.-

1 .A teachers-parents Association operates under the supervision of a committee of teaching members nominated by the principals to ensure a containing report between the staff and guardians

2. Meeting of the cell have been held from time to time to involve the guardians in the matter of college.

3. T he association help on solving the problems of the student by providing guidance to the parents.

# ALUMNI ASSOCIATION

1. All the old students of the college after passing out 2 being graduates shall be the member of Alumni Association.

2. If operates under the supervision of a committee of teaching members .guided by the principal to utilize the gaining experience of the students in the present completive world.

3. Meeting of Association are hold from time to time to keep the members linked with the institution.

# HOSTEL  RULES

The college is having the facility of Hostel for the students from distant places taking admission in the college.

## 1.  Admission

Application for Admission into the hostel is addressed to the principal in the original Admission form of the college and Hostel admission committee finalizes the selection of candidate on the basis of merit cum needs  and prepare the merit list for Admission.

## 2.  Seat Allotment

Seats are allotted to the boarder by the principal in the basis of the merit list .No boarder Is permitted to change her seat without the permission of the superintendent.

## 3.  With drawl

Without informing to the principal no one is permitted to leave the hostel .The superintendent has to ascertain that all dues of the hostel are paid

4. **Management**

a. The principal is the administrative head of the hostel and is assisted by the superintendent.

b. The internal Management rests with the superintendent

c. There will be roll call every evening

d. Absence from the hostel requires the permission of the superintendent.

## 5. **Visitors**

A boarder is not allowed invite any visitor to her room .The boarder are allowed to meet the visitor's room during visiting hours as notified by the Authority.

## 6. **MESS**

The hostel Mess is run by the boarder under the guidance supervision of the superintendent and the principal .The Mess account is jointly operated by the principal & the superintendent.

## 7. **Discipline**

The Following should be considered as breach of discipline.

a. Absence From the hostel without prier permission of the superintendent.

c. Maintain cleanliness in the rooms

b. Continued neglected of studies .

d. Making disturbance during study or sleeping hours .

e. Damaging the hostel property

f. Showing any misbehavior towards the hostel employees & boarder.

g. Violation of hostel rules & Regulations The boarder who will not follow the above rules and will not attend classes regularly , is not allow to stay in the hostel.

# CHAPTER-XI

# COLLEGE PUBLICTION

## 1. COLLEGE MAGAZINE

The college brings out a magazine named **Drishti**. Three of its editions have already come out .The fourth ones in the press.

It provides outlet to the creative talents of students.

It also invite articles from teacher & and other stake holder of the college.

The Editorial Board consists of principal and few other faculty members. The Board takes the privilege to select appropriate articles for the Magazine by scrutinizing the contribution from teacher & students. The magazine has been praised by reputed personalities of odisha .

Now from the yr 2014-15 the manual magazine converted to E-magazine with having its website Address

### 2. *Academic Calendar*

It has been published every year to give necessary information like.

Admission procedure, present staff position library, hostel etc.

# CHAPTER-X

# STUDENT'S UNION

The college has a student's union women's college student's union and a bonafide students of the college.

**19.** So motto its member.
**20.** The objectives are

a) To organize debates, discussions on general cultural , academic, national and international problems.

b) To invite eminent persons to address the union.

c) To work for betterment of material and cultural life and to inculcate moral & spiritual values.

d) To take up such other activities as proposed final approval of the principal

Executive committee

There shall be an executive committee of the union consisting of the following:

a) The president                                      b) The vice –President

c) The Secretary                                      d) Athletic secretary

e ) cultural secretary

## Meeting of the Executive committee

1. An ordinary meeting of the executive committee may be called by the secretary in consultation with the president and the Adviser .Notice of such meeting with date ,time ,place and agenda shall be given to the members at least 48 hrs, prior of the meeting .

2. An extra ordinary meeting of the E.C can be covered by the principal at any time by giving notice to the union.

3. No meeting to the executive committee can be covered without the advisor  or associate advisor

4. Not less than 50% of the executive committee shall constitute the quorum.

5. The minute of the meeting shall be taken down by the secretary .A copy there of shall be submitted by the secretary to the principal through the advisor within 2 days of the meeting.

## ADVISOR

There shall be an Advisor & Associate Adviser nominated by the principal from among the members of the teaching staff.

a) The advisor shall present at every meeting of the executive committee and of the union.

b) The associate adviser shall assist the adviser in proper discharge of his duties.

## The President

Any bonafide students of Degree Class are eligible to stand for the president ship of the union.

The president shall preside over all ordinary or extra ordinary meetings of the union at which he is present .He shall be responsible for maintaining order .With out the presence of adviser no meeting shall be held.

## The Vice President

A bonafide student of Degree classes except a final year students is only eligible to stand for the vice President shall assume all rights and discharge all his duties.

## Secretary

Any bonafide students of Degree can stand for secretary ship  of union.

The Secretary shall arrange debates, give notice for meetings & record the minute of every meeting.

## Dramatic Association

The duties of the Dramatic Associations are .

1)To Prepare and Pass the budget of the year

2) To sanction the Expenditure for the Purpose of Maintenance equipment and accessories.

## Election

Elections to different Associations /societies and student union are conducted as per the following Rules.

1. Attendance for the purpose of Election shall be calculated on the basis of number of classes both theory and the Practical.

2. All bonafide students whose names are in the long roll are eligible to cast their votes.

3. Election shall be conducted and voters shall be declared elected.

4. In case of tie of votes, the decision shall be taken by drawing a lot in a manner to be declared by the principal

5. If any students is of Misconduct the principal may debar him/her from contesting any Post.

6. Every bonafide students should clear all dues before the date of notification of election for casting of votes.

7. Only one student should contest for one post

## PROCEDURE OF ELECTION

1) Election shall be held separately for +2 and Degree students

2) The notification for Election shall be issued by the principal

3) The principal shall invite nomination in the Prescribed Performa for different office.

4) All the nomination will be scrutinized by a board constituted by principal

5) The final list of contesting candidates to different offices /Posts shall be published at least two working days before the date of election or as prescribed by Govt of odisha

6) The contesting candidates may be given an opportunity of impressing upon their voters in the Why I Stand For "Meeting Specially arranged by the principal prior to the date of election.

7) There shall be no campaigning after the why I stand for meeting.

## CONDUCT OF ELECTION

1) Election shall be as per the notification issued by the Principal where on the Procedure of casting of votes /counting of votes and final declaration of results etc shall be clearly stipulated
2) The principal is the final Authority in interpreting aforesaid rules and procedures which shall be binding

The principal in the final Authority to suspend defer the election if necessary.

After the declaration of final election results by the principal, a suitable date &timer shall be fixed to administer Oath of office to the office bearer of the student's union .The Oath will be administered by the Adviser or he Asst Adviser in the absence of Adviser.

# Dramatic Association

d. To stage Annual Drama, Inter –class One Act Play .competition & Felicitate important personalities of stage play and theatre of the locality.

# Athletic Association

The Association will be known as women's college Athletic Association.

## The Executive committee consists of.

1) Principal as president
2) One vice president from among the teaching staff
3) Physical Education Teacher
4) Secretary From degree Classes v
5) Asst secretary from the classes and Degree Classes

## Function of the Executive Committee

1) TO Prepare the budget for the session

2) To organize games & Athletics

## Science Society

1) There shall be A science society consisting of all the teacher and students of science classes The Aim and objectives of the science Association are to organize ,discussions and lectures on scientific subject and  Arrange science exhibitions
2) There shall be an executive committee to arrange the affairs of the Association.
3) The executive committee shall consist of The President –Principal (Ex-office)

b. The vice president.

c. The Secretary (to be elected among science students only)

d. Class Representatives. (to be elected one from each of the science classe

## COMMERCE SOCIETY

There shall be a commerce society consisting of the entire teacher and the students of the commerce faculty .Its aim are to organize seminar to discussion on commerce Topics.

2) There shall be an executive committee to manage the affairs of the clearing House.

3) The Executive committee shall consists of

       1) The President -------- Principal (Ex office)

       2) Vice President -------- The HOD of Commerce Faculty

c) The secretary & joint Secretary to be elected from among the students of commerce Faculty

d) Class Representatives to be elected one from each commerce class.

**Attachment 2**

## LIBRARY

### 19.GUIDELINESS WITH REGARD TO HOUR OF ACCESS CIRCULATION POLICIES & OTHER RULES.

The management of library is under a library committee which has been headed by senior lecturer and has been assisted by qualified librarian and a library attendant. The members of the staff & students use the library regularly.

### RULES-

1. The library remains open during the college hours and closed on Sunday and other authorized holidays.
2. No book shall be taken out of the library without the knowledge of the librarian until it has been properly entered in the issue register & the entry attested by the borrower.
3. Each borrower must examine the condition of the book before it is issued in case of any damage discovered later the blame will be upon the borrower.
4. Each student will be provided with a library card at the time of their admission. The card will be presented both at the time of borrowing & returning to the book.

5. The number of books that can be issued to an Honour's student is 2 (two) and for other students is 1 ( one) Books shall be returned within the period of one week, If not, the borrower shall be fined.

6. When the date for return of a book falls on an authorized holiday, it should be returned to the library on the day. The college opens after the holiday.

7. Library books in possession of borrower should be returned to the library before the college closes for the long vacations on or before the date notified for the purpose of annual stock, verification.

8. No marginal or other notes shall be made in the library books nor shall any picture or pager be removed or otherwise disfigured.

9. Any book lost, damaged or defaced by a borrower must replaced by him.

10. The librarian will report to the principal the name of borrowers responsible for improper use of library books.

11. There are some restriction in the issue of reference books, dictionaries, encyclopaedias and course of studies. However special permission can be obtained from the principal to use any of the above.

12. If any borrower keeps a book in his/her possession for more than the time allowed for the purpose, no more books will be issued to him/her until the book is returned to the library. In extreme cases, the privilege of using the library may be denied to such persons.

13. The users of library are expected to maintain silence in the library. The librarian and the teachers must use their influence to guide the students to observe strict silence.

14. The library premises should not be used for any other than reading or consulting books and periodicals of the library.

15. A Books once issued to a borrower may be reissued to him/ her up to third time only when nobody else want to take the book.

16. Members of the staff are allowed to borrow text books relating their own department. If books of other department are needed to be borrowed they are requested to obtain permission from the concerned head of the department.

17. In case the library book issued is lost by the person concerned. The recovery shall by made at the rate of ten times of the present cost price of the book.

18. A person who deals with the library is supposed to know the library ruler and to have agreed to abide by them. Ignorance of the library ruler will be no excuse for the break of any rule.

## ROLE OF LIBRARY COMMITTE

Library committee us responsible for planning for the upkeep and future development of the college library and the purchase of books for the library. From time to time it reviews the regulations governing the use of the library and other matters concerning the library such as borrowing of books and disciplinary matters. Almost all the proposal for discussion at the library committee meetings are put forth day the librarian. The functions come under library committees are as follows-

1. Library Building –
   A library committee should ensure that a library building is functional and modular if proper library servicer are to be provided to the reader.
2. Library Furniture & Filling –
   Library committee is to ensure that adequate, proper and cosy library fitting and furniture articles are made available in the library.
3. Library staff –
   A library committee should employ qualified and adequate staff for the library services are provided to the  reader.
4. Library  Finance and book collections : A library committee should provide enough funds for purchasing the basic book collection and for adding latest books in a library.
5. Library Rule- A library committee should frame a set of library ruler which are not rigid but are flexible and suit the needs of  the readers.
6. Library Accounts & Audit – A library committee should provides a proper machinery for checking the library accounts.
7. Library Acts and Rules –  A library committee should keep the library Acts and Rules up-to-date.
8. Standard Library Services – A library committee should put in its best effort to secure full coverage and stand library services and provide better and more books and staff members in library.
9. Library Co-operation – A library committee should find out ways and means of securing co-operation between various branches with in a locality and between other authorities.

10. Library Policy – It should lay down a policy for the guidance of the librarian for general day –to –day administration of the library.

**Computer Facilities**

Library computing facilities with internet connection in library is given to the college students. They can access internet and search their study material in college ours.

**Availability of Xerox Machines**

One Xerox machines is available in library for printout for college students. So they can take print out of the books at cheap of cost the market price.

**Training of Library Staff**

One training session has done on library automation with E- granthalaya soft ware and given training to library staff and college staff.

**Procurement of Journals and Magazines**

Library has yearly subscribed atleast two magazines from each department, 5 news paper and two magazines for the student. It is also used for reference and research works for staff, faculties and students.

**CD/ DVD for Library** – CD and DVD of rare books and novels in the form of soft copy are available in the library. So it can be use if the book is not available in the library.

**Clipping of Services** – Clipping of newspaper, articles , employment news, Scholarship new are pinned at notice board.

**Bibliographic Compilation**- All books are arranged according to the subject at their respective shelves. So the students can easily find out their books.

Inclusion of sufficient information about the library in college prospectus about the library in college prospectus. All the details about our library including rules policies etc. are mentioned in college prospectus.

**Displaying news papers clipping in the notice board :-** Important news, articles, Headlines are display at the notice board of library.

**Carrier and employment information service :-** Employment News paper and carrier oriented magazines are subscribed yearly to the library.

**Suggestion Box** – One suggestion box has given to the library for students feedback about the library services and suggestion for improvement of library facilities.

**Displaying New arrivals on the Notice Board: -** The new arrivals of books name notify at the display board of library.


**Attachment 03**

**<u>NAAC SPONSORED SEMINAR</u>**

NAAC SPONSORED STATE LEVEL SEMINAR ON

"QUALITY ENHANCEMENT OF WOMEN IN HIGHER EDUCATION"

HELD ON 22ND AND 23RD FEBRUARY 2013

SEMINAR PROCEEDINGS –A REPORT

*"A Quality Education has the power to transform societies in a single generation, provide children the protection they need from the hazards of poverty, labour exploitation and diseases and given them the knowledge, skills and confidence to reach their full potential·" Audrey Hepburn*

## Introduction

A two day state level seminar on "Quality Enhancement of Women in Higher Education" was held at Women's College Jharsuguda on 22nd and 23rd February, 2013. The seminar was sponsored by the National Assessment and Accreditation Council (NAAC), Bangalore and organized by the Internal Quality Assurance Cell of the College. The inaugural session was held at 10.00AM on 22nd September in the Conference Hall of the College. Prof Purna Chandra Mallick, District Consultant of Higher Education, Bhubaneswar inaugurated the seminar and presented the key note address. Prof Gokul Meher, Principal L.N College, Jharsuguda was the Guest of Honour. Mrs Sushama Mahanty , Principal of the host College presided over the inaugural session . Sri Ashok Kumar Sarangi, HOD, History, introduced the guests. Dr Swarnamayee Purohit , coordinator  of the seminar presented the theme . Several resource person s, delegates, teachers and students participated in the Seminar. Discussions were held after the presentation of papers.

Management members, local intellectuals and media persons also took keen interest in the topic and participated in the seminar. The Valedictory session was held on 23rd February, 2013. Prof Bijay Kumar Mishra , an ex- member of the NAAC, Department of Chemistry , Sambalpur University highlighted the issue of quality enhancement in higher education.

## THEME OF THE SEMINAR

When National Assessment and Accreditation Council approved the topic "Quality Enhancement of Women in Higher Education" for the seminar, we circulated the topic among the teachers calling for papers and inviting the resource persons to give talks on that, we received a mixed response. The widely accepted response was "We may enhance the quality of women education, but how can we enhance the quality of women?" Truly the question is thought -provoking, but the very important point of discussion is that only by improving the quality of education meant for women, we can enhance their quality. As we know, the traditional image of a woman does not match with her modern image. Earlier higher education was not meant for women. Whatever education she needed was to make her fit for the home, not for the world. So she had to be satisfied with whatever rudimentary knowledge offered to her through the elementary education. But a strong advocate for women education like Dr Radha Krishnan said "There can not be educated people without educated women. If general education has to be limited to men or women, that opportunity should be given to women from there it would most surely be passed on the next generation." Here he emphasizes the need of providing quality education to women not only to make them good mothers but also to make efficient managers, decision makers, leaders, entrepreneurs etc. The term "quality enhancement" suggests the measures taken within a course programme or institutions to enhance or strengthen the quality of students, faculty and others associated .Thus for the enhancement of women's qualities there is the need of strengthening institutional practices in higher education. The NAAC has been facilitating higher educational institution to create better work culture and infuse the spirit of research and learning among teachers, scholars, academic s and students.

Through higher, education women have been getting scopes to enter male dominated disciplines. There expertise in professional and technical fields are nothing but due to their training and knowledge they are getting in higher educational institutions .The recent increase in the enrollment of girl students in professional , technical and general colleges show the remarkable growth in their qualitative achievements .

As the women need extra attention and care to shake the marginalized treatment given to them for centuries, important steps for quality enhancement in higher education should be taken. The steps should be

- Course content should be modified as per the local and current needs.
- Disciplinary choices should be opened for girls.
- Urban and rural disparities should be maintained.
- Sc, St, minorities and weaker sections need much attention.
- Need for Infrastructure development.
- Training for the skills and personality development.
- Exposure to the modern technology.

Thus the Seminar goes with the famous saying of Sarojini Naidu, *"Educate your women and the nation will take care of itself, for it is as true today as it was yesterday and will be to the end of human life that the hand that rocks the cradle rules the world."*

The objective of the Seminar is to create a platform for teachers, students and other stake holders to discuss and find out the scopes to enhance the quality of education to improve the quality of women not only to rock the cradle but to rule the world also.

The main theme areas of the Seminar are

- The Five Year Plans and Quality Enhancement of Women in Higher Education
- Special emphasis on Quality Enhancement of Women in Higher Education in Rural Areas

- Technical and Professional education and quality enhancement of women
- Women Entrepreneurs and quality enhancement of higher education
- IT Revolution and quality enhancement of women
- Emphasis on Disciplinary choices
- Under privileged women and Policies and Schemes for Quality Enhancement of women in higher education
- The traditional gender roles and quality enhancement of female teachers

These aspects were discussed in the technical sessions. The resource persons highlighted upon

- Tradition vs modernity in the context of quality improvement of women education
- Limitations and barriers in providing quality education to women in higher education
- Psychological and social barriers in uplifting women through higher education
- Role of teachers' training institutions in quality enhancement of women

Papers were presented on the theme-areas cited above. Discussions were held after the presentation of each paper. A panel discussion was held among the teachers, management members, students, alumni and media persons. In the concluding session action plan was drawn based on the suggestions offered by the various resource persons and paper presenters. The Valedictory function was presided over by the Principal Mrs Sushama Mahanty. Prof Bijay Kumar Mishra, the chief Speaker, eulogized the NAAC for the great job it has been doing by means of sponsoring seminars and workshops for quality enhancement of higher education.

## Recommendations/Suggestions/Action plans:

Quality is the defining feature of higher education. In the recent decades our leaders and planners have attributed much importance in higher education to bring quality development in both the system and the beneficiaries. The students

most especially girls have come forward and shown their excellence in different walks of life. So keeping view on the promising status of our *Institution* the speakers have suggested some measures and action plans to assure and enhance the quality of women of this locality. The following are the suggestions offered by various speakers.

- Opening of new life-based disciplines in the college so that girls can chose new careers through that
- Reforming the curriculum with the help of the teachers to cope with the changing needs of the time
- The quality of higher education depends on the quality of teachers, so their financial security should be given utmost priority. A sound foundation can be laid down with the help of sound-minded teachers. As we know the classification among teachers and disparities in paying them in our state is a matter of great concern for all.
- The concept of Quality is ever-changing. Quality now is interpreted to mean marketability and employability. So the focus should be changed from teaching to training. Girls must have the quality to be employable. Girls must be trained for that.
- IT based education should be provided to the girl students so that they will have access to the globalised world with the help of internet.
- Introduction of multidisciplinary approach to education
- Methodologies should be changed keeping view on the present requirements of the time.

### FOLLOW-UP ACTIONS THE INSTITUTION PROPOSES TO UNDERTAKE

Based on the above suggestions, the College chalks out an action plan to enhance the quality of the institution.

- Teachers will be encouraged to attend short-term courses to improve the quality of teaching.

- Practical trainings will be provided to students to face the challenges of globalized markets.
- Students will be encouraged to get basic awareness in computer and internet.
- The rural and other underprivileged students will be given special attention.
- New skill-based and professional courses will be opened to build up their careers in new lines.

Thanks to The National Assessment and Accreditation Council that through this seminar we got an opportunity to bring veterans and novices into a platform to discuss the topic on 'quality enhancement of women in higher education' and to make our institution a little bit more strengthened to be reaccredited.

## PAPER DETAILS

| PAPER PRESENTER | TITLE OF THE PAPERS |
|---|---|
| Prof(Dr) Bijay Kumar Mishra Dept of Chemistry, Sambalpur University, Jyotivihar (Chief Speaker, Valedictory Fuction) | Quality Enhancement of Women in Higher Education – Career in Science |
| Dr Suprita Dash, Lecturer in Political Science, Women's College, Jharsuguda | Quality Enhancement of Women in Higher Education: Objectives, Goals And Vision of 12th Year Plan |
| Dr Jayashree Mishra, Lecturer in Home Science, Women's College, Jharsuguda | Women and Entrepreneurship in India-Quality Enhancement of Women in Higher Education |
| Dr. Bijay Bahadur Singh, Dept of English, L.N.College, Jharsuguda | Quality Enhancement of Women in Higher Education-What is Higher in Higher Education |
| | |

| Dr.Biswajeet Khamari, Dept of English, Brajrajnagar College, Brajrajnagar | Quality Enhancement for Women in Higher Education |
|---|---|
| Ms Khitishree Bhoi, Dept of Zoology, Women's College, Jharsuguda | Women Enrollment in Higher and professional Education |
| Dr.Khageswar Dash, Dept of English, Kuchinda College, Kuchinda | Quality Teaching for Quality Learning- Women in Higher Education |
| Dr. Namita Dash, Dept of Psychology, Pachayat College, Bargarh | Participation of Women in Higher Education : Issue of Quality Enhancement & Recent Trends |
| Mr Murlidhar Sharma, Dept of English, Silicon Institute of Engineering and Technology, Sambalpur | Quality Enhancement of Women in Higher Education through ICT (Abstract) |
| Dr. Amar Mishra, Dept. of English Surajmal College, Rampela, Rengali | Disciplinary Choices and Quality Enhancement of Women in Higher Education |
| Dr Manoj Kumar Panda, Dept of Odia, Surajmal College, Rampela, Rengali | Quality Enhancement of Women in Higher Education – Emphasis on Rural Women |
| Dr Gitarani Dixit Dept of Chemistry, Women's College, Jharsuguda | Quality Enhancement of Women in Higher Education- A Step Ahead |

| GUESTS AND RESOURCE PERSONS | ABSTRACTS OF THE TALKS |
|---|---|
| Prof. Purnachandra Mallick, District Consultant of Education, Jharsuguda District, Odisha, The Chief Speaker | Education brings all the difference in life. It changes lives. An educated mother is far better than an uneducated one. She fills the life of her children with vast possibilities. The Indians understood it from the very ancient time. So they try to teach a woman to teach a generation. The basics were enough. There was no need of the so called higher education. A teacher shapes the future of a nation. A teacher's teaching quality enhances the quality of students. While talking about quality enhancement of women in higher education, our emphasis should be on quality teaching. A truly qualified teacher is a pillar to an educational edifice. She becomes the embodiment of change and brings transformation in her students. |
| Prof. Gokul Meher, Principal, L.N. College, Jharsuguda, The Guest of Honour | With the progress of time quality must be enhanced. Quality is a sustainable product. With the advancement of knowledge Quality has been augmented and has been attributed upon the facilitator and the facilitated. Of course the quality of a woman is recognised in her being a good housewife and a good mother. But the present globalised economy expects a woman to be more than that. She should acquire such qualities that she can prove herself fittest in the present world of survival and there comes the real role of the Higher Education. |

| | |
|---|---|
| Prof. Sudarsan Pujari, Retired Principal, Resource Person | Universities are solely responsible for the enhancement of quality education. They are the citadels of higher education. They encourage students to study and research and open new frontiers for them.<br>Higher education needs to perform the task of forming characters not only the experts. The colleges are not the workshop for training job seekers but also the true nation builders. It doesn't create the followers but the true leaders. The women need to imbibe such qualities to be leaders, entrepreneurs and equal partners with their male counterparts. |
| Dr Kishori Dash, Reader in education, Rourkela College of Education and Training, Rourkela, Odisha | Education is incomplete without the contribution of a mother. Nurturing a girl child is a little bit different from that of a boy child. Both the teacher and the family members play important roles in enhancing the quality of a girl child. The traditional qualities can be nurtured in the elementary and secondary level but to enhance the modern qualities higher education must take the sole responsibility. Quality should be sustainable. There must be continuous augmentation of it. |
| Dr Nirupama Barpanda, Principal, Dr PMIASE, Sambalpur, Odisha | No educational reform can be successful unless the quality of teacher is improved, but in turn the quality of teacher depends to a large extent on the quality of teacher education. Of all different factors which influence the quality of education and its contribution to national development, |

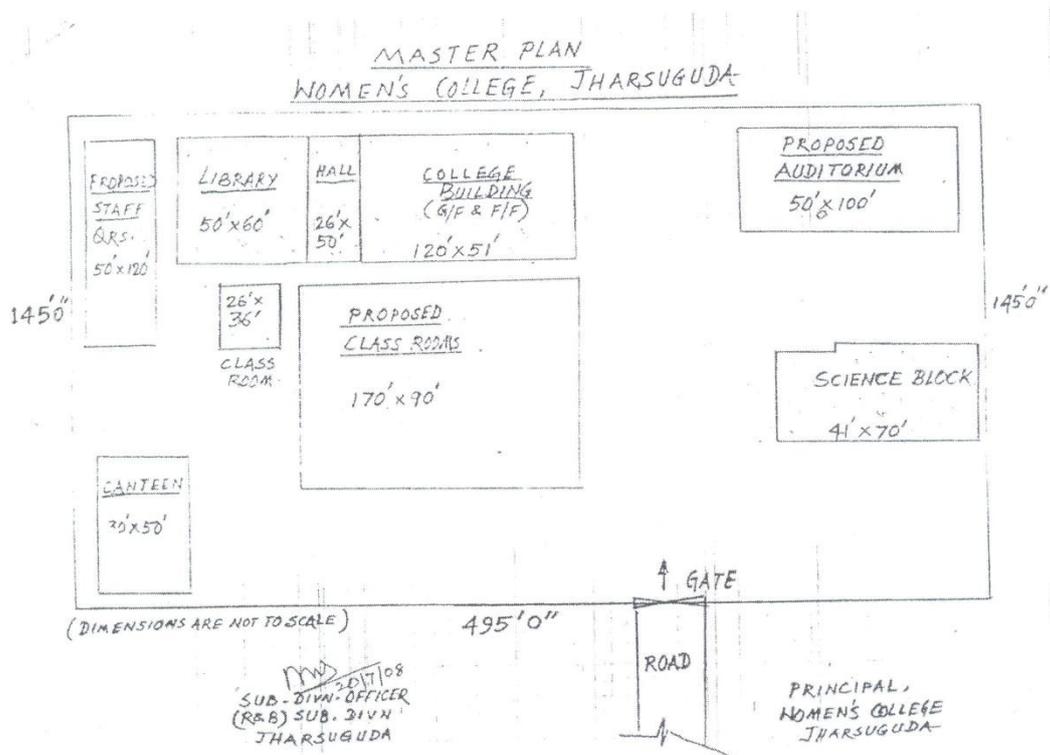| | |
|---|---|
| | the quality, competence and character of teachers are undoubtedly the most significant. It is said that the quality of a nation depends upon the quality of its citizens. The quality of its citizens depends upon the quality of their education. The quality of their education depends, more than any other single factor, upon the quality of their teachers. Coming to the quality of women in higher education, all responsibilities lie on the shoulders of the teachers. The female teachers need to develop their quality of teaching and also need to be friendlier to guide and help their students to be the source of quality for others. |
| Dr Chapala Mishra, Senior Reader, Dept of Psychology, G.M. Autonomous College, Sambalpur, Odisha | As there is the need of quality enhancement and quality sustenance in higher education, there is the need of proper guidance and counseling for the students. Being shy and meek in nature, girls need much more care and support. Establishment of guidance cell and helping the girls to select a career is of utmost importance. |

**Prepared by**

**Dr Swarna Mayee Purohit, Dept of English**

**Coordinator, State Level Seminar**
**(NAAC Sponsored)**

**Annexer II**



MASTER PLAN
WOMEN'S COLLEGE, JHARSUGUDA

PROPOSED STAFF QRS. 50'x120'

LIBRARY 50'x60'

HALL 26'x 50'

COLLEGE BUILDING (G/F & F/F) 120'x51'

PROPOSED AUDITORIUM 50'x100'

26'x 36' CLASS ROOM

PROPOSED CLASS ROOMS 170'x90'

SCIENCE BLOCK 41'x70'

CANTEEN 20'x50'

1450"

1450"

( DIMENSIONS ARE NOT TO SCALE )

495'0"

GATE

ROAD

SUB-DIVN-OFFICER (R&B) SUB. DIVN JHARSUGUDA 20/7/08

PRINCIPAL, WOMEN'S COLLEGE JHARSUGUDA

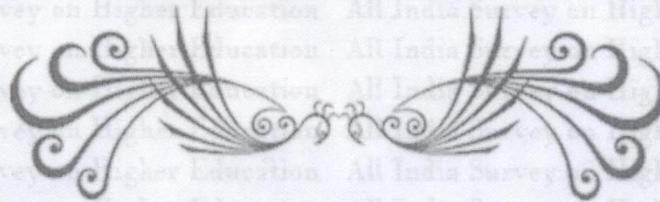 **Dr. G. Dixit – Coordinator - AISHE**



Government of India

Ministry of Human Resource Development

Department of Higher Education

Statistics Division

New Delhi

# Certificate

Reference No. C-40955-2012

This is to certify that DR. GITARANI DIXIT of Women's College has successfully uploaded the data of All India Survey on Higher Education(AISHE) 2012-2013.

( B N Tiwari )

Deputy Director General

Dated: 17/07/2015

**Government of India**

Ministry of Human Resource Development

Department of Higher Education

Statistics Division

New Delhi

# Certificate

**Reference No.** C-40955-2013

This is to certify that DR. GITARANI DIXIT of Women's College has successfully uploaded the data of All India Survey on Higher Education(AISHE) 2013-2014.

( B N Tiwari )

Deputy Director General

**Dated:** 16/07/2015

Government of India
Ministry of Human Resource Development
Department of Higher Education
Statistics Division
New Delhi

# Certificate

Reference No. C-40955-2014

This is to certify that DR. GITARANI DIXIT of Women's College has successfully uploaded the data of All India Survey on Higher Education(AISHE) 2014-2015.

( B N Tiwari )

Deputy Director General

Dated: 29/01/2016
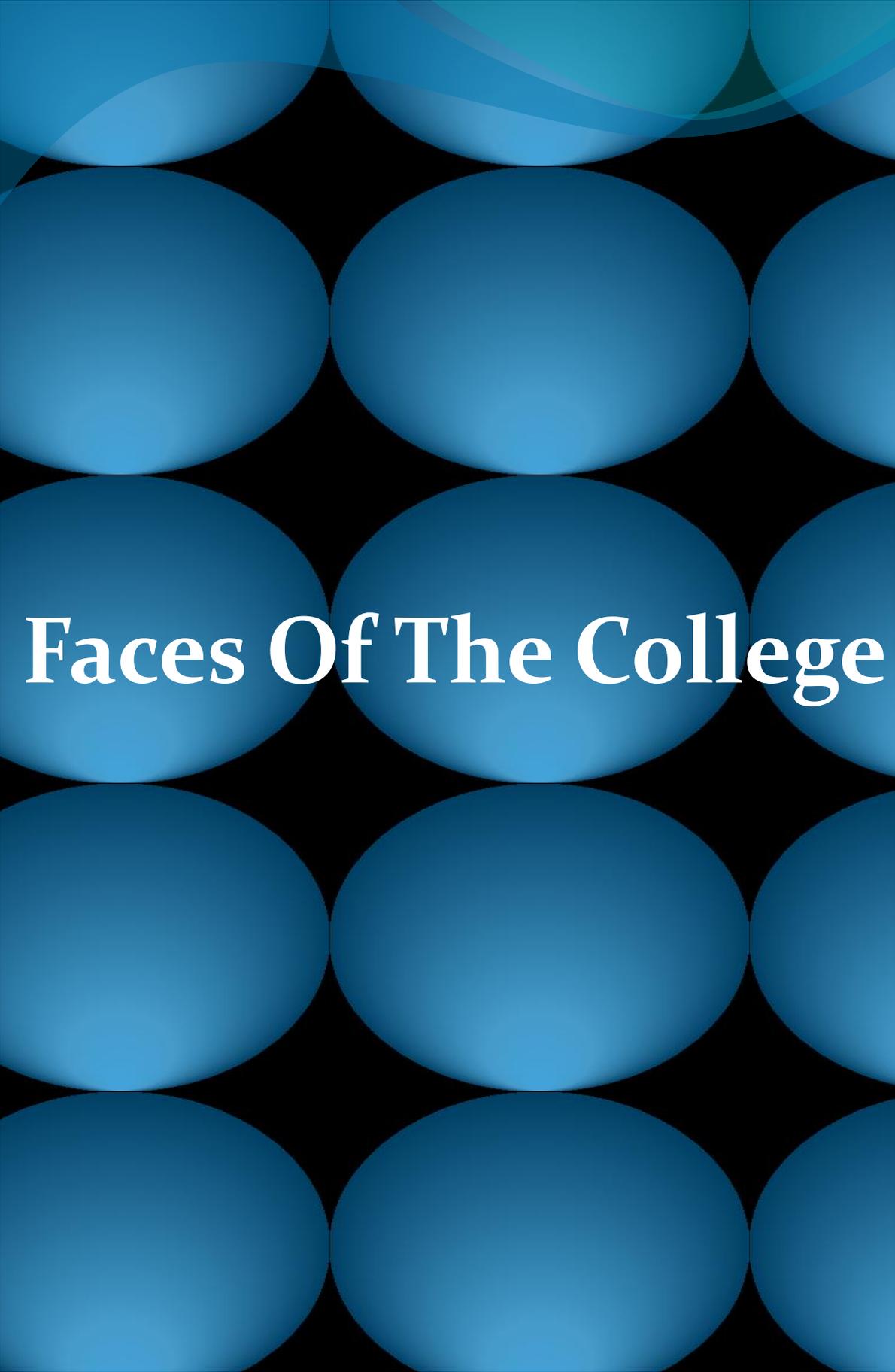
# Faces Of The College

# PRINCIPAL

**NAAC Coordinator**



**NAAC Asst. Coordinator**



**IQAC Coordinator**



**IQAC Asst. Coordinator**

**IQAC TEAM**



**NAAC TEAM**

**Teaching Staff with the Principal**



**Non Teaching Staff with the Principal**

**FACULTY WITH Ph. D. AS HIGHEST QUALIFICATION**



**FACULTY WITH M. Phil AS HIGHEST QUALIFICATION**

**STUDENT UNION WITH PRINCIPAL & ADVISOR STUDENT UNION**



# UNIFORM OF THE COLLEGE

**Shweta Ku. At NSS RD Camp Delhi**



**Our Students at NSS RD Camp**



**NSS volunteers and NSS PO at Water Adventure Camp, Mossouri**



**Saini Ambica Winning Gold Medal at State Athletic Meet**
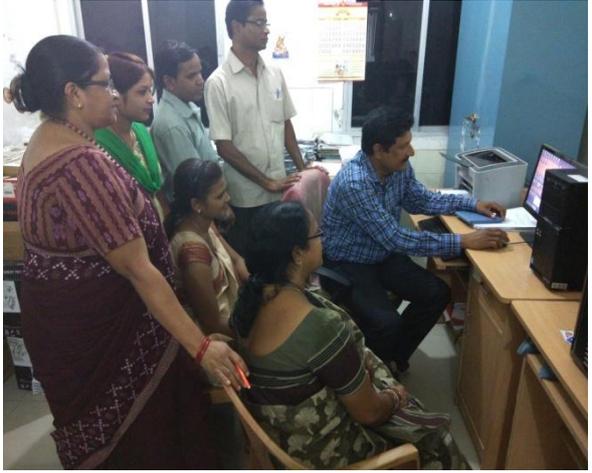


**Dr. Vedula Ramalakshmi giving live commentary for Jagannath Rath Yatra on DD National Channel**



**Our District level Quizzers Sharing their Joy with Principal Madam**

**Active Citizenship Training for Staff & Students**



**Training From e – Granthalaya for Aoutomation of Library**



**SPICMACAY with Bhungaar Khan in the College**



**Blood grouping & Blood donation Camp**



**Students Taking Training For Self Defense**



**Winners of Annual Athletic Meet**

**Cultural Champion – Pushpalata Gupta**

**Student Receiving Prize**

# Glimpses of the Cultural Fest

# DECLARATION

## Declaration by the Head of the Institution

I certify that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussion, and no part thereof has been outsourced.

I am aware that the peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution with seal.

Place: Jharsuguda
Date:

**CONTACT DETAILS:**

**Name of the Principal: Mrs. Balbinder Kaur**

**Name of the Institution: Women's College Jharsuguda**

**City/Town : Jharsuguda**

**State : Odisha**

**Pin Code: 768201**

**Accredited Status: B**

**Work Phone : 06645272120**

**Fax: 06645272120**

**Website: [www.womenscollegejharsuguda.org](http://www.womenscollegejharsuguda.org)**

**E-mail : principalwcj@gmail.com**

**Mobile: 09438385950**