



**DHENKANAL MAHILA MAHAVIDYALAYA &  
JUNIOR GOVT. WOMENS COLLEGE, DHENKANAL**

**DHENKANAL MAHILA  
MAHAVIDYALAYA, DHENKANAL.  
ESTD-1975**

**The Annual Quality  
Assurance Report  
(AQAR) of the IQAC  
Year of Report – 2013-2014**



**Dhenkanal Mahila  
Mahavidyalaya, Dhenkanal**  
**SUBMITTED TO: NAAC,  
BENGALURU**  
**APRIL 2015**

# APPROVAL OF GOVERNING BODY AQAR 2013-2014

Approved by the Governing Body Members

S. S. Devi A.D.M. DKL.  
Suganti Thista Member member.

Boahmananda Mishra Member

Bineeta Acharya Member.

Amiya Kumar Rathi Member

Dr. Aspita Sabath - Principal

Dr. Maheswar Raut Member. 

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

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

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution

Dhenkanal Mahila Mahavidyalaya

1.2 Address Line 1

Deula sahi

Address Line 2

Near Balaram Temple

City/Town

Dhenkanal

State

Odisha

Pin Code

759001

Institution e-mail address

dklmahilamahavidyalay@gmail.com

Contact Nos.

06762-225373

Name of the Head of the Institution:

DR. ARPITA SABATH

Tel. No. with STD Code:

225373.06762

Mobile:

9437488052

Name of the IQAC Co-ordinator: DR. AMIYA KUMAR RATHA

Mobile: 8895752121

IQAC e-mail address: dklmahilamahavidyalay@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) ORCOGN12765

1.4 NAAC Executive Committee No. & Date: EC/39/66 Dated 21-05-2006  
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address: dhenkanalgovtwomenscollege.org

Web-link of the AQAR: <http://www.dhenkanalgovtwomenscollege.org/AQAR2013-14.doc>

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

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	76.50	21 May 2006	21 MAY 2011
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY 14/08/2010

1.8 AQAR for the year (for example 2010-11)

NIL

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(e.g. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys, Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

.

1.12 Name of the Affiliating University (for the Colleges)

Utkal University Vanibihar,  
Bhubaneswar

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc NIL.

Autonomy by State/Central Govt. / University	<input type="text" value="N A"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>	2010-11,2011-12,2012-13,13-14	

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

2.1 No. of Teachers	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="10"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="Nil"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="Nil"/>
2.9 Total No. of members	<input type="text" value="12"/>
2.10 No. of IQAC meetings held	<input type="text" value="01"/>

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1-College website was designed and registered.  
 2-Red Cross society was given the responsibility to organise blood donation camp, seminar awareness towards reproductive health girl students.  
 3-Weekly capacity building classes on Sundays were taken for the holistic development of the students.  
 4-Gender disparity violence interaction programme by NGO with students.  
 5-Food plaza was organised by dept. of home-science.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Separate Sheet attach(Annexure 2)	Attached in Annexure 2

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



2.16 Whether the AQAR was placed in statutory body      Yes  No   
Management       Syndicate       Any other body

Provide the details of the action taken

- It was decided to install e-library and INFLINET-journal.
- It was decided to develop a gym for girl students and a sports room for indoor games.
- It was decided to open a canteen in the campus.
- It was decided to organise inter-college seminar on folk literature.
- An interdisciplinary UGC sponsored state level seminar on “Creating awareness towards reproductive health of adolescent girl students”.

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	01			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	PGDCA			
<b>Total</b>	01			

  

Interdisciplinary				
Innovative	Computer application programme with placement opportunity			

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	03

1.3 Feedback from stakeholders\* Alumni  Y Parents  Y Employers  N Students  Y  
*(On all aspects)*

Mode of feedback : Online  Manual  Y Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NA

1.5 Any new Department/Centre introduced during the year. If yes, give details.

English (Hons.), Education (Hons.) and Political Science (Hons.)

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	11	02	09		NIL

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		10	
Presented papers		05	
Resource Persons		03	

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

Extra mural lectures are organised to provide a value based education. CAI is employed by most of teachers in form of PPT & modules. LCD projector is used for GD class and seminars of the dept. Remedial classes are arranged for slow learners, SC, ST, OBC students. Seminars are organised on weekly basis to provide a research orientation to learning process. Quiz competitions are organised to develop their competitive skill.

2.7 Total No. of actual teaching days

180

during this academic year

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

CCE, CBCS

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

1

0

2.10 Average percentage of attendance of students

70%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Pass UG	84	52	50	48	02	100
Hons UG	84	52	50	48	02	100

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

The IQAC meeting of the college is held regularly to update the teaching and learning process to initiate holistic development among students PPT presentation, GD, interdepartmental seminars and previous questions.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programme</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	NIL
HRD programme	NIL
Orientation programmes	NIL
Faculty exchange programme	NIL
Staff training conducted by the university	01(HRMS)
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	NIL
Others	–

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	03	03	01	NIL
Technical Staff	01			

## Criterion – III

### 3. Research, Consultancy and Extension

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

A research committee of the college is formed for the development work of the faculty members. IQAC monitors the seminars and orientation programmes for the staff members and students' achievement in scholastic and non-scholastic areas.

#### 3.2 Details regarding major projects NIL

	Completed	Ongoing	Sanctioned	Submitted
Number				NIL
Outlay in Rs. Lakhs				

#### 3.3 Details regarding minor projects 02

	Completed	Ongoing	Sanctioned	Submitted
Number				NII
Outlay in Rs. Lakhs				NIL

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	02		
Non-Peer Review Journals			
e-Journals	01		
Conference proceedings	02		01

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

Range  Average  h-index  Nos. in SCOPUS

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

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

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges NIL  
 Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					01
Sponsoring agencies					College Fund

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations NIL  
 International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs : NIL

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) NA

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events: NIL

University level  State level   
National level  International level

3.22 No. of students participated in NCC events: NIL

University level  State level   
National level  International level

3.23 No. of Awards won in NSS: NIL

University level  State level   
National level  International level

3.24 No. of Awards won in NCC: NIL

University level  State level   
National level  International level



3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="02"/>	Any other	<input type="text" value="YRC"/>

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

- Plantation programme is done by the NSS and Eco-Club on regular basis.
- Awareness programme on sexual harassment for students with NGO, law, social activist.
- Cleaning of hostel and College campus.
- Food item and daily accessories are distributed in the Mohorsi Asram.
- Value the Girl Child Rally ,Workshop on Communicative English , Seminar on AIDS, Meeting on road Safety and Save the Girl child rally, Awareness regarding anti ragging among the girl students.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	9.84 ACERS			9.84 ACERS
Class rooms	11	10		21
Laboratories	07	08		15
Seminar Halls	02	02		04
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				NIL
Value of the equipment purchased during the year (Rs. in Lakhs)				NIL
Others-Construction of New College Building.		One Building	State Govt.12th plan	3 crores

#### 4.2 Computerization of administration and library

<ul style="list-style-type: none"><li>• E-admission is made mandatory for +3 students.</li><li>• Salary through e-billing process is continuing .</li><li>• HRMS of all the employees is maintained through computer application</li><li>• GPF slips are maintained for each employee through e-process.</li><li>• Internet access to institution for the administrative purpose is maintained through e-space .</li><li>• Auditorium and principal room IIQAC and computer lab are equipped with computers and wi-fi connection.</li></ul>
---

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs/-)	No.	Value	No.	Value (Rs/-)
Text Books	42	14500	NIL	NIL	42	14500
Reference Books	NIL	NIL	NIL	NIL	NIL	NIL
e-Books	NIL	NIL	NIL	NIL	NIL	NIL
Journals	NIL	NIL	NIL	NIL	NIL	NIL
e-Journals	NIL	NIL	NIL	NIL	NIL	NIL
Digital Database	NIL	NIL	NIL	NIL	NIL	NIL
CD & Video	NIL	NIL	NIL	NIL	NIL	NIL
Others (specify)	NIL	NIL	NIL	NIL	NIL	NIL

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	06	02	02	BSNL	01	computerised	LCD,OHP	Exam
Added	20	0	0			-do-	practical	-do-
Total	26	02	02		01	-do-	-do-	-do-

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

Most of department are supplied with laptop which makes the faculty able to adopt

1. I.C.T in teaching learning process , LAN connection in Staff Common Room, computer lab & IQAC room are available for class room purpose and for the teachers.
2. Some of departments have OHP & LCD facility for class room.
3. The smart room is fully computerised for teaching learning process .
4. Institution adopts e-admission, and e-billing for smooth function of administration .

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

i) ICT	NIL
ii) Campus Infrastructure and facilities	NIL
iii) Equipments	NIL
iv) Others	NIL
<b>Total :</b>	NIL

## Criterion – V

### 5. Student Support and Progression

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

- 1-Weekly capacity building classes were organised.
- 2-Remedial classes were held for academic improvement of under privileged group and slow learners.
3. Spoken English classes are held for soft-skill development of students.

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

- 1-Learner Centred Teaching, Computer Assisted Instruction, Special Group Class and Remedial Coaching Classes, Soft-Skill Development Classes, Capacity Building, Extra Mural Classes , and inter -disciplinary Seminars were organised for Student Progression.
- 2-Continuous, comprehensive evaluation (CCE) method was adopted for tracking the progression of students.

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

UG	PG	Ph. D.	Others
381			

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

NIL

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

NIL

	No	%		No	%
Men			Women		100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
59%	12%	5%	24%	NIL	100%	61%	10%	3%	26%	NIL	100%

Demand Ratio - 100%

Dropout % - NIL

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

1-Since the institution is a govt college, there is no scope for coaching or competitive examination. However a career counselling cell is functioning and some career counselling programme are conducted through the Career Counselling Cell. Motivational talks on Career Counselling in management were organised by Synergy Institute of Engineering & Technology.

2-Career counselling for higher studies prospects were conducted by Oxford college of Engineering & Gandhi Institute of Technology.

3- Advertisements regarding the career prospects are regularly displayed in the career corner.

No. of students beneficiaries

60

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

- Career counselling programme ,professional counselling programme in management and higher education are organised.
- Academic personnel and psycho-social counselling are provided through career counselling ,RTI cell, SC & ST cell , Grievance cell, Psychological Counselling Cell.

No. of students benefitted

95

5.7 Details of campus placement NIL

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	NIL

## 5.8 Details of gender sensitization programmes

The following programmes are organised by the institution on different relevant occasions for gender sensitization .

- Extra mural lecture on ‘SAVE THE GIRL CHILD’,.
- “GENDER DISPARITY VIOLENCE AMONG GIRL CHILDREN” .
- Seminar on “DOMESTIC VIOLENCE OF HOUSE -WIVES” .
- A programme on value the girl child “KANYA RATNA”.
- Awareness programme on “FEMALE FOETICIDE” through dramatisation.
- Celebration of ONE GIRL CHILD DAY.
- An “ANTI-SEXUAL HARASSMENT CELL” is functioning in the institutions and various sensitisation programmes are held.

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events NIL

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount in RS/-
Financial support from institution (SSG +3)	02	954
Financial support from government	47	1,67,112
Financial support from other sources (BED +3)	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives NIL

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Some of the grievances of the students were redressed through appointment of contractual teachers in different departments. Different ornamental, fruits and medicinal plants in the college campus and hostel campus were planted . Installation of Aquaguard and repairing of existing Aquaguard . Dustbins were provided to the college and hostel to keep the campus clean.

The institution has the following provisions for redressing the grievances through:-

- Anti-ragging cell
- Anti-sexual harassment cell
- Grievance redressal cell
- Regular health check-up
- Psychological Counselling Cell

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

**OUR VISION :** - Excellency in Performance.

- Dhenkanal Mahila Mahavidyalaya educates the girl students to empower themselves.
- The college also aims to assist girl students to assert themselves. On the whole, the college aims at development of their potentialities.

**OUR MISSION:-**

Dhenkanal Mahila Mahavidyalaya is an exclusive institution of higher education for women in the Dhenkanal district. It is dedicated to the task of catering the needs of the women & providing higher education to the under privileged section and minority groups.

Striving ahead after completing education, the college wishes to place the students in different jobs and provides scopes for higher education.

The college has the mission to equip women with necessary skills to make them self-reliant in every sphere of life.

- To enable women to realise and blossom their inherent potentialities thereby to lead a dignified life.
- To enrich women by preparing them to become active role models in nation building .
- To enlighten women for their harmonious growth in spite of diversity of identity and existence.

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

NO

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

##### 6.3.1 Curriculum Development

- Some of the faculty members are members of Board of Studies of the affiliated University. They take active participation in the curriculum structure, curriculum construction , curriculum revision and change of curriculum through their valuable and judicious suggestions in the board studies meeting.
- Feedback from the students are collected by the concerned department teachers regarding the content of the curriculum . If any changes are required the students can appeal to the authority and the authority with the subject expert placed appeal to the affiliated university .



### 6.3.2 Teaching and Learning

- Computer Assistance Instruction (CAI) is employed by most of the teachers in the form of power point presentation by the use of LCD projectors and internet.
- The smart class, auditorium and computer lab are equipped with internet connection and LCD projector for class room teaching purpose.
- Special group classes for bright and gifted students are also arranged by different departments for their academic excellence.
- Remedial classes are regularly conducted to facilitate the learning achievements of students of the backward classes i.e. SC, ST, OBC and minorities.
- Seminars are organised on weekly basis to provide research orientation to the learning process.
- Group discussions and subject oriented quiz competitions are organised to develop their cognitive skills.

### 6.3.3 Examination and Evaluation

CCE (Continuous Comprehensive Evaluation) process is followed by monthly tests. A question bank with good number of relevant and expected questions from all subjects are developed and available in the library for all the students.

### 6.3.4 Research and Development

- A research committee is functioning in the college.
- All the teachers are encouraged to take research project.
- Departmental seminar activities are made compulsory.

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

- Quality addition to the institutional building and class room is made by the newly constructed building..
- Some of the departments are equipped with laptop and projectors .
- The institution is accessed with internet facility.

### 6.3.6 Human Resource Management

- Faculty development programmes are encouraged through refresher, orientation and workshop programmes.
- Management training programme is attended by the Principal at national level.

### 6.3.7 Faculty and Staff recruitment

- The institution had hired retired teachers to provide quality education to the students.
- Guest faculties are engaged in different subjects to meet the needs of vacancies in the teaching faculty.
- Contractual teachers are appointed as per the government guidelines.

### 6.3.8 Industry Interaction / Collaboration

- Through career counselling cell of the college, various meetings of local agencies were arranged for catering job opportunities in different sectors.
- Pamphlets and newspaper clippings etc. were displayed in career counselling corner to give updated knowledge to the students on the job front.

### 6.3.9 Admission of Students

- e- Admission process is adopted for admission into different streams.
- Informal subject counselling is made for honours selection.
- e- Admission is facilitated through Additional Information form during admission process.

### 6.4 Welfare schemes

Teaching	Staff club
Non teaching	Staff club
Students	<ul style="list-style-type: none"><li>➤ Financial aids from SSG on merit cum mark basis.</li><li>➤ Medical aids to needy students through YRC.</li><li>➤ Dustbins for college and hostel campus were provided by the Municipality, Dhenkanal</li></ul>

### 6.5 Total corpus fund generated

NIL

### 6.6 Whether annual financial audit has been done

Yes

No

 NO

6.7 Whether Academic and Administrative Audit (AAA) has been done? NO

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

6.8 Does the University/ Autonomous College declares results within 30 days? NO

For UG Programmes Yes  No

For PG Programmes Yes  No

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

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

NA

6.11 Activities and support from the Alumni Association

NIL

6.12 Activities and support from the Parent – Teacher Association

Parents Teachers Association (PTA) meeting was organised once in the year 2013-14. The parents were instructed to give suggestions for academic and extracurricular activities in the college. The parents were associated with the student's achievements in academic and non-academic areas.

6.13 Development programmes for support staff

Data entry operator Smt. Juli Pal attended a training camp organised by the District Treasury, Dhenkanal.

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

- Plantation programme on different occasions were held.
- Regular campus cleaning programmes through NSS and Eco club were done.
- Swachha Bharat Abhiyan of Prime Minister was organised .
- Utilisation of waste water for plantation was done.
- Regular campus programme through Municipality, Dhenkanal.
- Regular maintenance of flower garden.
- Use of dustbin to keep college clean.
- Involvement of Eco club in different programmes to make the campus Eco Club friendly.

### Criterion – VII

#### 7. Innovations and Best Practices

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

- At the beginning of the session, the Principal addressed the meeting and introduced the students to faculty members.
- HRMS process has been adopted for payment of salary of faculty members and official staffs.
- e-Billing process & Continuing Comprehensive Evaluation(CCE) were followed.
- For the holistic development and capacity building of students dance, music and art classes were arranged.
- Extra mural classes were organised for imparting value added education to students.

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

- The college web site was designed to upload the activities of the college.
- Institutional seminars, quiz competitions were held regularly.
- It was decided to hold recitation competition on great odia poets.

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

- Campus cleaning activity , blood donation camp were under taken under the banner of NSS and YRC of Dhenkanal Mahila Mahavidyalaya, Dhenkanal.
- Barrier free education & inclusive education were promoted.
- College campus was maintained eco friendly through environment friendly activities like plantation ,cleaning campus campaign. Campaign against noise and air pollution and awareness camps among the students like ‘no plastic for me’, “say no to crackers” were organised. The most important one was “Swachha Bharata Abhiyan drive”.

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

7.4 Contribution to environmental awareness / protection

- Regular plantation programmes were organised in the college.
- Campaigns among the students like “no plastic for me”, “say no to crackers “ and “Swachha Bharat Aviyam drive” were undertaken.

7.5 Whether environmental audit was conducted?

Yes

No

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

### **SWOC ANALYSIS**

#### **STRENGTH:-**

- Free from political interference and conducive for academic environment.
- Well qualified, sincere, hardworking, talented and well supported faculty members.
- Healthy value system.
- Innovative teaching learning and evaluation method.
- Strong communication based programmes and vibrant co-curricular activities.
- Achievement of students in district level competitions.

#### **WEAKNESS:-**

- Insufficient infrastructure facilities .
- Shortage of human resources.
- Poor communicative skills of students in English.

#### **OPPORTUNITIES:-**

- The newly constructed building was intended to fill up shortage of classrooms.
- More numbers of classrooms are to be equipped with audio visual aids and LCD projectors in the new building.
- Total computer literacy of the students is to be achieved.
- Personality development, communicative classes are to be made regular.
- Creating scope for more research works.
- Installation of e-library, INFLIBNET and e-office management will be developed.

#### **CHALLENGES:-**

- Making provision for auditorium for the newly constructed building for smooth conduct of seminars, conferences and meetings.
- Provision of language lab for development of Communicative English.
- Wi-Fi campus.

#### **A. INSTITUTION HAS CELEBRATED**

- World Population Day.
- National Youth Day.
- International Women's Day
- World Environment Day.
- World Disabled Day.
- International Human Rights Day.
- Girl Child Day.
- AIDS Day.
- National Education Day.
- Voters Sensitization Day.
- Anti Ragging Day

#### **B.CULTURAL ACTIVITIES**

- Literary week named "Anwesa" was observed.
- A cultural week named "Nupur" was held.
- A physical activity week named "Sphurti "was conducted.

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

### **CRITERION (I): Curricular Activities:-**

1. Follow up action will be made for opening of courses.
  - a. Add on courses:- PG in Odia , PG in Home Science, Honours in Education , English and Political Science.
  - b. Self Financing courses such as B.Sc in Information Technology and Management, B.Sc in Computer Application, Diploma course in Boutique Design and Fashion Designing.
2. The departments are to submit Departmental profiles as per NAAC guidelines.

### **CRITERION (II): Teaching Learning Evaluation:-**

1. Teachers shall adopt learner centred teaching method and interactive teacher technique.
2. Remedial coaching and CCM classes shall be engaged for the academic progress of the under privileged groups of students.

### **CRITERION (III): Research Consultancy and Extension:-**

1. Each department shall submit at least one minor project for onward transmission to UGC and MHRD.
2. National/State level seminars shall be organised.

### **CRITERION (IV): Infrastructure and learning resources:-**

1. A new ladies hostel and reading room for the college shall be opened.
2. Steps shall be taken for library automation and Wi-Fi connection for the campus.

### **CRITERION (V): Student Support & Progression:-**

1. Weekly capacity building classes shall be continued.
2. Communicative English classes shall be continued.
3. Sub-skill development programme shall be continued.

### **CRITERIA (VI): Organisation and Management:-**

1. College Governing body shall meet at least twice in a year.
2. e-Management of the college shall be provided.
3. Computer training programme shall be organised for the faculty members.

### **CRITERIA (VII): Healthy Practices**

1. Communicative awareness & development programmes will be undertaken.
2. Social service programme for underprivileged group shall be undertaken.
3. Steps should be taken to make campus eco-friendly.

Name Smt. Anupama Dash

Dr. Arpita Sabath

Anupama Dash.  
25-04-15

Dr Arpita Sabath  
25-04-2015

Signature of the Coordinator, IQAC

Signature of the Chair Person, IQAC

**Common Academic Calendar 2013-2014**

Annexure I

SL No.	Subject	Time Line
I	Reopening of College after Summer Vacation of 2012-2013	17.06.2013
II	Admission +2 1 <sup>st</sup> Year +3 1 <sup>st</sup> Year	27.05.2013 to 22.07.2013 01.06.2013 to 22.07.2013
III	Commencement of Classes +2 2 <sup>nd</sup> Year +3 2 <sup>nd</sup> Year +3 3 <sup>rd</sup> Year P.G 2 <sup>nd</sup> Year +2 1 <sup>st</sup> Year +3 1 <sup>st</sup> Year P.G 1 <sup>st</sup> Year	20.06.2013 20.06.2013 20.06.2013 20.06.2013 22.07.2013 22.07.2013 To be notified by respective colleges/ Dept.
IV	College Students Union Election	Election to students Union & other societies will be held on one day for all college and university in a single date to fixed by the Govt.
V	Puja Vacation	01.10.2013 to 19.10.2013
VI	Test/ Semester End Examination +2 2 <sup>nd</sup> Year +3 1 <sup>st</sup> Year +3 2 <sup>nd</sup> Year +3 3 <sup>rd</sup> Year P.G 1 <sup>st</sup> Year P.G 2 <sup>nd</sup> Year	2 <sup>nd</sup> Week of December 2013 do do do do do
VII	X-Max Holiday	25 <sup>th</sup> December 2013
VIII	Annual Sports/Cultural Week	06.01.2014-21.01.2014
IX	Filling up of forms for CHSE (O)/University Exam	As notified by CHSE (O) / Concern University/ Autonomous colleges
X	Commencement of CHSE (O)/University Exam	As notified by CHSE (O) / Concern University/ Autonomous colleges
XI	Annual College Examination for +2 1 <sup>st</sup> Year	3 <sup>rd</sup> Week of April 2014 onwards
XII	Publication of Result AHS Exam-2014 +3 1 <sup>st</sup> /+3 2 <sup>nd</sup> /+3 3 <sup>rd</sup> degree University Exam PG 1 <sup>st</sup> Year/PG 2 <sup>nd</sup> Year	Before 10 <sup>th</sup> June 2014 Within 45 to 60 days from the date of last Theory Examination
XIII	Total No. of Holidays	72 days excluding Sunday
XIV	Total No. of Reserve Holidays	Maximum 2 days
XV	Total No. of Teaching Days	Minimum 180 days
XVI	Summer Vacation	9 <sup>th</sup> May to 18 <sup>th</sup> June 2014



**PLAN OF ACTION AND ACHIVEMENTS**

**PLAN OF ACTION**

**C- I : Curricular Activities:**

1. The departments shall prepare the department profiles prepared as per NAAC guidelines at an early date to help for the preparation of the reaccreditation report (SSR) which is to be submitted by the 1<sup>st</sup> week of September 2015.
2. Proposals shall be sent to the Govt. for opening of some self financing courses and new subjects in the existing curriculum keeping in view the needs and demands of students.
  - a. **New Courses :**
    1. P.G. in Home Science.
    2. Honours in Education
    3. Honours in English
    4. Honours in Political Science.
    5. Elective option for Education subject.
  - b. **Self financing courses:**
    1. Bachelor in Computer Application
    2. B.Sc. in ITM
    3. Dip. in Fashion Technology
    4. Dip. in Boutique Designing
    5. Certificate course in Women Studies
3. Departments shall collect feedback from learners on various aspects of teaching-learning process and on curriculum with the help of questionnaires supplied to them.

**C-II : Teaching-Learning and Evaluation:**

1. Teachers shall adopt learner centred teaching techniques, inter- active methodology through group discussion, debates, projects and presentations to create stronger motivation for learning.
2. Teachers shall use the available ICT (Information and Communication Technology) support for imparting better knowledge to the students in the form of hand-outs on teaching materials and task sheets etc.
3. Remedial coaching classes shall be engaged in the form of extra classes to clear the doubts of the students and help the below average students. The examination section shall take initiative in this direction.

**C-III: Research Consultancy and Extension:**

1. Members of faculty shall take interest in writing papers in various national and international journals for publication.
2. Departments shall utilise seminar periods regularly and engage the students in projects, group discussions and keeping proper records of all seminar activities with students' signature.
3. For continuous monitoring of students progress the departments shall conduct class tests at least once in a month for each year and keep records of the progress in departmental registers.

#### **C-IV: Infrastructure and Learning Resources.**

1. To upgrade the infrastructural facility of the college, the college's plan and proposal shall be submitted to the UGC for the construction of
  - a. Another ladies hostel for 250 students.
  - b. An infrastructure for sports activity.
  - c. A Health Care Centre.
2. The maintenance committee shall actively go round the college and report any damage made to the college building and other infrastructure.
3. Steps shall be taken for
  - a. Automation of library
  - b. Subscription of important relevant journals as proposed by HODs.
  - c. Records shall be maintained regarding the handling of library resources by the staff and students. The library committee shall supervise and guide the above activities.

#### **C-V: Students Support and Progress;**

1. To facilitate holistic development of learners' personalities and progression the following activities shall be conducted regularly.
  - a. Cultural Activities.
  - b. Sports Activities
  - c. Soft Skill Development Programmes.
  - d. Moral Development through Extra Mural Lectures; Campus Cleaning and Road March.
2. For development of social commitment and awareness about the community the existing unit such as NSS and Red Cross and Eco-club shall undertake activities and programmes regularly as per their manual and keep records of all activities.
3. The following activities shall be undertaken on weekly basis with the help of hired resource persons and one organiser from among the teaching staffs. The cultural committee of the college shall look after these:-
  - a. Martial Art.
  - b. Dance
  - c. Music
  - d. Fine Arts.
4. A parent teacher association shall be formed and activated. A sub-committee has been formed to formulate law and modalities of its functioning.
5. The Model Career Corner (MCC) shall utilise its resources for students' support through various activities. At least one meeting in every month should be held with some professional guide. Record of the meetings and names of invited resource persons shall be maintained by officer-in-charge of MCC.
6. Proctorial system shall be continued and teachers shall keep records of their meetings with their students and other activities as required by the system.
7. The Alumni Association shall be activated and meetings are to be organised to chalk out an action plan of the association for the college development.
8. For recreational activities of the students the following clubs shall be formed and activated under the teachers' guidance.  
Name of the club:- Health club, Debate club, Human Rights club.

**C-VI: Organisation and Management**

1. The college calendar for the year 2013-14 is to be published and distributed through library.
2. The college magazine and wall magazine shall be published regularly.
3. The vision mission of the college shall be prepared by the Governing Body.
4. A computer training programme is to be organised for the teaching and non-teaching staff.

**C-VII: Healthy Practices**

1. All the departments have to keep the lesson plan, progress register and attendance register ready for inspection by the authority at any moment.
2. For imparting value based education teachers are requested to maintain cleanliness, punctuality and discipline among students.
3. To bring community awareness among students, NSS, YRC and Eco-Club wings are to conduct activities and programmes in local communities and keep records of these. The action plan formulated may be treated as a guide line to enhance the quality of the college to make it worth of higher reaccreditation which certainly is the cherished aim of all the members of the college.

## ACHIVEMENT

### **I: Curricular Activities-**

1. All departments have submitted their profiles prepared as per NAAC guidelines.
2. Reminders have been sent to Govt. for opening of new add on courses and self financing courses,
  - a. Add on courses-PG in Home Science  
B.Sc in Information Technology and Management  
B.Sc in Computer Application  
Diploma course in Boutique Design and Fashion Designing.  
Honours in Education  
Honours in English  
Honours in Political Science  
Elective in Education  
Honours in Physics  
Honours in Chemistry  
Honours in Botany  
Honours in Zoology
  - b. Feedback form filled up by the learners are to be collected by all the departments.

### **II. Teaching Learning and Evaluation-**

1. Learner centred approach is followed by teachers through discussion method, Question answer method, Group Discussion classes, Enquiry method and Seminars.
2. Computer Assistance Instruction (CAI) is adopted through PPT, LCD and OHP.
3. Continuous Comprehensive Evaluation (CCE) is followed.
4. Evaluation System is made continuous through test examinations; seminars and half-yearly examinations along with monthly tests.
5. A question bank is developed with expected and relevant questions in subjects.
6. The co-curricular activities and tests on non-scholastic talents of learners through competitions on music, dance, one act play, drawing, painting etc. were made continuous and comprehensive throughout the year.
7. Class notes are prepared by the teachers to aid the learning process of the students.
8. Special group discussion classes, remedial classes are organised to facilitate learners of high and low level of cognitive ability.

### **III. Research Consultancy & Extension-**

1. Ten numbers of seminars are organised by the various departments of the institution.
2. Two faculty members have attended state and national level seminars.
3. Regular seminar classes are organised in different departments on weekly basis.

#### IV. Infrastructure and Learning Processes –

1. College library contains 29,874 books. 5 magazines from reputed organisation were purchased during session to satisfy the learner’s quest for knowledge.
2. The institution is equipped with internet facility, OHP, LCD projectors.
3. Some of the departments have extended the departmental library and seminar library with new books.
4. A Gym has been installed in the college for the physical wellbeing of the students.
5. Initiative has been taken by the institution for automation of library.

#### V. Student Support and Progressions-

- Weekly capacity building classes on Martial Arts, Fine Arts, Dance , Music were organised on every Sunday.
  - Five number of extra mural classes were organised during this session for value addition to education of students.
  - Spoken English classes are arranged for the improvement of communicative English skill of the students.
  - Literary week ‘Anwasha,’ cultural week ‘Nupur’ and week on physical activities, sports and games ‘Sphurti’ are organised for the holistic development of students’ personality.
  - Students are members of NSS, YRC and Eco-club in order to nurture their inner self.
  - CCM classes were held for academic progress of students of minority community.
  - A Model Career Corner is functioning.
8. Anti-Sexual Harassment Cell, Anti Ragging Cell, Right To Information Cell, Grievance Cell, are functioning to redress the students’ grievances. A physical challenged cell and ST /SC Cell is also functioning.

#### VI. Organisation and Management

1. The college calendar for 2013-14 is published and distributor.
2. College magazine and wall magazine are published in due time.
3. Common minimum standard suggested by the Department Of Higher Education Odisha is maintained to its maximum possible extent.

#### VII. Healthy Practises

1. Community Awareness and Community Development Programmes like. Safe Drinking Water Drive, No. to Polithin Drive, Blood Donation, Sexual Abuse Awareness Drive. Plantation Programme and Value the Girl Child rally are organised by NSS, YRC and Eco-club committees.
2. Lesson plan, Progress Register, Attendance Register, of all departments are maintained and verified by the authority regularly.
3. The campus is made eco friendly through regular cleaning programme such as NO. to Polithin Drive and Plantation Programme.

The action plan formulated may be treated as a guideline to enhance the quality of the collage to make it worthy of a higher red-accreditation, which certainly is the cherished am of all members of the college

Anupama Dash.  
25-04-15

Co-ordinator  
RAR Committee

Dr Aspita Sabalki  
25-04-2015

Principal

Dhenkanal Mahila  
Mahavidyalaya, Dhenkanal

## **Feedback from the Stake-Holder**

### **1. Parents:-**

- A. The PTA meeting was held twice in the year 2013-14. Feed back from the parents were collected for the academic and non academic activities of the college. It was decided to hold regular meetings for the development of overall personality of the students.
- B. It was decided in the meeting for further improvement of academic activities of students and to help the poor students through individualised instructions.

### **2. Students:-**

- A. Proctorial classes are regularly held by the proctors who look after the academic and other related aspects of students.
- B. Student feedback is collected by the departments for every teacher, with a view to nurture further academic improvement.
- C. Students grievance redresses mechanism is functioning in the college.

### **3. Alumni:-**

The association meeting of the college was held once in the year 2013-14 . The members took part in the academic development of the college and suggested decisions for further development. It was decided to engage students in Plantation and Blood Donation Camp , AIDS Awareness Camp .