

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

**Annual Quality  
Assurance Report  
(AQAR) of the IQAC  
Year of Report – 2014-2015**



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

# APPROVAL OF GOVERNING BODY AQAR 2014-2015

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:

06762 - 225373

Mobile:

9437488052

DR. AMIYA KUMAR RATHA

Name of the IQAC Co-ordinator:

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:

(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)

EC/39/66 Dated 21-05-2006

1.5 Website address:

dhenkanalgovtwomenscollege.org

Web-link of the AQAR:

<http://www.dhenkanalgovtwomenscollege.org/AQAR2014-15.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 2013-2014 submitted to NAAC on (07/05/2015)
- iv. AQAR 2014-2015 submitted to NAAC on (23/06/2015)

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="02"/>

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

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

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1-College activities are centred round the high level of clarity and focus in Institutional functioning towards quality enhancement.  
 2-The College has conducted regular Seminars, Workshops, and Group Discussion in collaboration with NGO, District HQ Medical, Dhenkanal.  
 3-Weekly capacity building classes on Sundays were taken for the holistic development of the students.  
 4-Organised inter college Seminar in Odia and English.

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-language Laboratory and Computer Laboratory and new academic block.
- It was decided to construct a Central Library and Science Gallery.
- An interdisciplinary inter College Seminar on Folk religion of the Dhenkanal District by the History Department of the college.
- An extension program to the nearby adopted village named Balram Prasad in the collaboration with NGO, Dhenkanal.

## 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	02			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	02			

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.) Science Stream – Physics (Hons), Chemistry (Hons), Botany (Hons), Zoology (Hons), Computer Science, Biotechnology (Hons), Mathematics (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.

07

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
04	05	07	02						

2.4 No. of Guest and Visiting faculty and Temporary faculty

08

NIL

NIL

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		02	04
Presented papers		03	04
Resource Persons	01		

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. Field Trips and Film Show and Net Browsing in different topics of subjects are organised

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	0	00	00	00	00	00
Hons UG	96	05	50	40	06	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 bring about all round development and haunt the talents of students. The student representatives, community members and members of IQAC committee give regular feedbacks for curriculum development, co-curricular activities etc.

### 2.13 Initiatives undertaken towards faculty development

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

### 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	02	NIL	02

## 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 of research projects among faculty members. IQAC monitors the seminars and orientation programmes for the staff members and students' achievement in scholastic and non-scholastic areas. It works to ensure internalisation of quality culture. Teachers without Ph.D are pursued to carry on Ph.D work.

#### 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				02
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		01
Sponsoring agencies			UGC		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-02"/>

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

1. Extension activities on safe financial investment by SEBI.
2. Extension activities to neighbourhood for plantation health style improvement with the help of NGO and HQ Medical, Dhenkanal.
3. Community development program to involve eminent members of community in the holistic development of students.
4. NSS, YRS, Eco-club activities to keep the campus eco-friendly and clean.

## 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 acres			9.84 acres
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 in Arts &amp; Science.</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, principal room ,IQAC and computer laboratory are equipped with computers and Wi-Fi connection.</li><li>• PAR submission are done through e-submission to H.E, BBSR.</li></ul>
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#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (Rs/-)	No.	Value	No.	Value (Rs/-)
Text Books	65	10,000	56	11,532	121	21,532
Reference Books	63	8,000	14	1,468	77	9,468
e-Books	NIL	NIL	NIL	NIL	NIL	NIL
Journals	NIL	NIL	05	14,000	05	14,000
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 departments are supplied with laptops which make 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 .
5. Institution adopts e-submission of PAR to Govt. of Odisha.
6. Net browsing for special class in teaching learning.

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

i) ICT	NIL
ii) Campus Infrastructure and facilities	50
iii) Equipments	02
iv) Others	NIL
<b>Total :</b>	<b>52</b>

## 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.
4. Vocational subjects introduce as optional subjects.
5. Placement cell is provided with the help of Employment Exchange Office, Dhenkanal.

#### 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
390			

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

NIL

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

NIL

Men	No	%	Women

No	%
	100

Demand Ratio - 100%

Dropout % - NIL

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
61%	10%	3%	26%	NIL	100%	50%	16%	3%	31%	NIL	100%

#### 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 programmes are conducted through the Career Counselling Cell.

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.

4- Vocational subjects like Tourism, Food processing, Banking, Office management are introduced.

No. of students beneficiaries

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

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

#### 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 .

- An “ANTI-SEXUAL HARASSMENT CELL” is functioning in the institutions and various sensitisation programmes on protection towards female foeticide are organised.
- Institutional Seminar and GD are done.
- Essay Competition on “ Prime Minister Kanya Ratna Yojana” was organised by Odia department.

## 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	800
Financial support from government	91	3,41,574
Financial support from other sources (BED +3)	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL
Total	93	3,42,374



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:

Quality improvement in foods supplied by College Canteen, safe drinking water through installation of Aqua guard and cool water, multigym facility for healthy activities are provided. Free Martial Arts training through self-defence sponsored by the State Govt. is provided to students.

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 institution aims at transforming women into complete human beings.

**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 equip women with necessary skills making themselves self-assertive, bold and courageous.
- To enlighten women for their harmonious growth in spite of diversity of identity and existence.
- To enrich women by preparing them to be active citizens of high morals.
- To enable women to realize and have their inherent potentials, thereby lead to dignified lives.

#### 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 alumni, parents 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 experts can place the matter for 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, Group Discussions and different competitions are organised on weekly basis to provide improvements in learning process and holistic development of students.
- The IQAC of the college constantly monitors the academic standard and gives timely advice for correction, if any.

### 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. CBCS (Credit Based Choice System) is going to be introduced by the Utkal University (Affiliate University), BBSR.

### 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.
- The result of CCE (Continuous Comprehensive Evaluation) of students are reviewed for improvement in teaching learning process.

### 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 and wi-fi connection
- Language laboratory is developed by the joint venture of IIT, Kharagpur and state Govt. Odisha.

### 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.
- Teachers have also attended seminars, conferences and presented their papers.

### 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.
- Through Employment Exchange Office of Dhenkanal we have instituted a placement cell to give vocational guidance to students.

### 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. Parents have participated in the food plaza activity conducted by Home Science department. Feedbacks from parents improve the achievements of the institution.

### 6.13 Development programmes for support staff

Dr. A. K. Ratha and Smt. Alita Minz have attended PAR orientation program organised by Govt. of Odisha.

Dr. A. K. Ratha has attended RUSA meeting in Bhubaneswar.

Principal Dr. Arpita Sabath has attended Management Orientation Program at NUEPA, New Delhi.

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

- Plantation programmes 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 maintenance of college campus cleanliness, plantation etc.
- Use of dustbins to keep college clean.
- Fruit plantation by NSS and Eco-club in the neighbourhood and hostel campus.

## 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.
- The college has organised spoken English classes where the resource persons had emphasized on phonetics, word power, sentence generation skills.
- 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 has uploaded the AQAR 2013-14 in the web site.
- All the activities of the college are uploaded in the web site.
- Institutional seminars, quiz competitions were held regularly.
- Language laboratory was developed.

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

- The college has introduced vocational subjects like Tourism, Banking, Food Processing as optional subjects to develop students' entrepreneurs skills while learning.
- The college has provided skill and capacity classes like dance, music, fine arts for student's holistic development.
- The college has provided Spoken English classes to develop student's communicative skills.
- The college has provided self defence training to develop student's self assertive and boldness power.



***\*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 Aviyani drive” were undertaken.
- Regular cleaning of campus with NSS students.
- Fruit bearing trees are to be planted in the names of the students.

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:-**

1. Free from student aggression and most peaceful and conducive academic environment.
2. A strong academic foundation with ICT Technology and moral values for preparing the students to acquire holistic development.
3. Access to INFLBNET to all faculty members.
4. 24 hours power backup generator, DG system, Inverter supply for the college.
5. Faculty undergo orientation, refreshers course to keep them updated on the latest trends in their subjects and education as a whole..
6. A well equipped a library is available to enrich the knowledge of the faculty members and the students.
7. The institution takes adequate efforts to keep the campus clean and eco friendly.

### **WEAKNESS:-**

1. Since most of the students are from economically backward community, they lack communication skills in English, Poor Knowledge base, weak language skill and poverty in their receiving learning.
2. Due to poor socio economic conditions the environment does not provide for academic smooth background.
3. Shortage of teaches in all subjects, teaching process is challenging.

### **OPPORTUNITIES:-**

1. Empowerment of girls from educationally backward area can bring about improvement in the social setup and community structure.
2. Structures, workshops of different kinds enable the students to promote various skills.
3. Presentation of papers by teaches in seminars and conferences will enrich knowledge of faculty.
4. Participation in extracurricular activities facilitates the scope for the students to exhibit their latent talents.
5. Community oriented extension activities enable the students to help, provide support for reflective learning, and Communication skill ability in English can be improved through installation of language laboratory.

### **CHALLENGES:-**

1. Further improvement of the infrastructure to keep pace with the student strength and performance.
2. MOU with industries.
3. Getting time and funds to introduce short term skill based courses.
4. Opening of self financing courses.
5. Improving a sizeable bulk of students challenged by financial constraints and conventional patriarchal out book, to be careers oriented.

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

1. National Education Day.
2. International Day.
3. AIDS Day
4. Anti Ragging Day
5. International Health Day
6. Earth Day
7. World Population Day
8. Independence Day
9. Republic Day
10. Voter Sensitization 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. BA in ITM (Information Technology Management).
  - b. Teachers will present their research papers in seminars, conferences and publish them.
  - c. Self financing course in Hospital Management will be introduced.
  - d. The college will publish its News Letter Bulletin

### **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.
3. Vocational subjects must be job oriented.

### **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.
3. Proceeding of UGC sponsored seminar with ISBN will be published

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

1. Science Gallery will be constructed.
2. A Central Library will be developed.

### **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 through the introduction of Vocational subjects.

### **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**

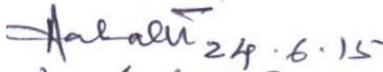
1. Community development, student's capacity & development programmes will be undertaken.
2. Social service programme for underprivileged group shall be undertaken.
3. Steps should be taken to make campus eco-friendly.
4. Extension Activities for plantation, sanitation propose at nearby village will be undertaken.

Name Dr. Amiya Kumar Ratha

Dr. Arpita Sabath



Signature of the Coordinator, IQAC



Signature of the Chair Person, IQAC

**GOVERNMENT OF ODISHA**  
**Department of Higher Education**

**Annexure - I**

[The following academic calendar shall be followed by all Govt. /Non-Govt. (Aided/Block Grant) Autonomous College of the state]

**1. Common Academic Calender:2014-2015**

SL No.	Subject	Time Line
I	Reopening of College after Summer Vacation of 2012-2013	23.06.2014
II	Admission +2 1 <sup>st</sup> Year +3 1 <sup>st</sup> Year	07.05.2014 to 22.07.2014 01.06.2014 to 22.07.2014
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	26.06.2014 26.06.2014 26.06.2014 26.06.2014 01.08.2014 07.08.2014 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	01.10.2014 to 08.10.2014
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 2014 do do do do do
VII	X-Mass Holiday	25 <sup>th</sup> December 2014
VIII	Annual Sports/Cultural Week	05.01.2015-20.01.2015
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 2015 onwards
XII	Publication of Result AHS Exam-2015 +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 2015 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	11 <sup>th</sup> May to 18 <sup>th</sup> June 2015

**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. Honours in Computer Science
    2. Honours in Biotechnology
    3. Honours in Mathematics
    4. Elective option for all Science subjects
    5. Science Stream-Hons in Physics, Chemistry, Botany, Zoology, Mathematics
  - b. **Self financing courses:**
    1. Bachelor in Hospital Management
    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 ICT to create stronger motivation for learning.
2. Teacher will develop Research Papers with students' involvement.
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 research 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.
4. Teachers will carry on research projects to develop student's capacities.

#### **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 RUSHA for the construction.
  - a. An infrastructure for sports activity.
  - b. A Central Library
  - c. Two Gallery
  - d. Sports Room
  - e. Botanical Garden
2. The maintenance committee shall sell out the damaged articles.
3. Steps shall be taken for
  - a. Automation of library, Office Management.
  - 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.
9. Vocational Subject will be introduced to develop students' Entrepreneurship.
10. Placement cell with Employment Exchange office, Dhenkanal will be provided to students.

#### **C-VI: Organisation and Management**

1. The college calendar for the year 2014-15 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.
4. Collaboration of Industries for vocational aptitude development will be introduced.

# **ACHIEVEMENT**

## **C.I Curricular Activities**

1. All the teaching staff members are encouraged through seminar on “How to choose a research project and its carry out action” to apply for major/minor research project.
2. Teachers are encouraged to publish ISBN No. Books and research publications.
3. Vocational course at +3 is going to be introduced from 2015 session. Tourism, Banking, Food processing subject have been selected.
4. The newly constructed Academic building was developed with language laboratory and computer laboratory.
5. New courses in +3 Science such as Computer Science Honours, Biotechnology Honours are introduced
6. Every department has to carry out extension activities.
7. It is decided to organize some more national level, inter college conferences and seminars.

## **C. II Teaching- Learning and Education**

1. Interactive teaching approach is followed by teachers though Group Discussion, Seminar presentation etc.
2. Computer Assisted Instruction (CAI) is adopted through PPP, LCD and field trips.
3. Credit Based Evaluation is to be introduced by the affiliated university (Utkal University).
4. Continuous Comprehensive Evaluation (CCE), with Half yearly and University Annual examination are followed. Non Scholastic talents of students are judged through various curricular and co- curricular competitions.

## **C. III Research Consultancy and Extension**

1. UGC sponsored Two Days State Level Seminar and inter college Workshop and Seminars are organized.
2. Two minor research Projects are submitted to UGC.
3. Many of the faculty members have attended state national and international level Seminar and have their own papers presented.
4. Two faculty members have attended PAR (Performance Appraisal Report) training program of the government.
5. Members of teaching faculty have attended RUSA (Rastriya Uchattar Shikshya Abiyan) orientation program.
6. Faculty members have joined in the District HQ Hospital, Dhenkanal project program on “Value The Girl Child”.



### **C. IV Infrastructure and learning Resources**

1. New lab equipments are purchased for better curricular and co- curricular activities.
2. Language laboratory was developed by IIT, Khargpur in collaboration with Govt. of Odisha
3. A well- equipped Reading Room With updated journals, Magazines, Newspapers is available for all.
4. The IQAC cell of the college also provides feedback to the college development cell about the teaching learning process.
5. Our institute offers Audio- Visual System and other modern educational aids for differently able students
6. A Multi-gym with all modern equipments are provided to all.
7. The second two storied Block, Playground and 2<sup>nd</sup> Hostel are constructed
8. The maintenance Committee always actively go around the college and report any damage to the college building or other information.
9. Steps shall be taken for e-office managements, e- library, construction of Science Gallery and Central Library.
10. Steps shall be taken to develop a Botanical Garden with the help of Horticulture department and PWD, Dhenkanal.

### **C. V Student Support and Progression**

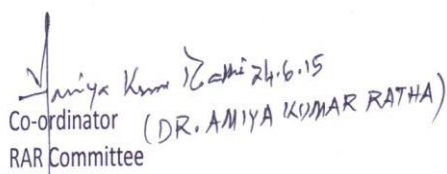
1. To facilitate holistic development of the learner's personality and progression in life the following activities shall be conducted regularly.
  - a. Cultural Activities
  - b. Sports Activities
  - c. Soft skill Development program
  - d. Moral development through extramural lectures camp, route march etc.
2. For development of social commitment and awareness about the community, the existing units such as NSS, Ranger, YRC, and Eco-Club shall undertake activities.
3. To develop the self- assertiveness among students Martial Art, Yoga, Dance, Music classes shall be provided to students.
4. The Parent- Teacher Association, Alumni Association are involved in qualification teaching by giving feed back to the institution.
5. The Model Career Corner (MCC) and career counselling cell of college shall provide resources for students support. At least one meeting in each month shall be held with some professional guide invited and record of the meeting shall be kept by OIC of MCC and career counselling. The Directorate of Employment Exchange will provide placement cell for students.
6. The Proctorial System shall be made operative and teachers shall provide support to students.
7. For recreational activity of the students the Health club, Debate club, Human Right club and Multi-gym shall be provided.

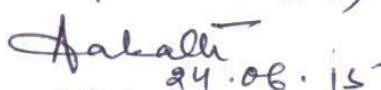
### **C. VI Organization And Management**

1. The college calendar for the year 2014-15 was published and distributed through the library.
2. The college Magazines and Wall Magazine were published.
3. The e- office management, e- library facility shall be provided.
4. Free Computer Training Program shall be provided to teaching and non- teaching members.

### C. VII Health Practices

1. All Departments shall provide CAI institution, Group Discussion class for students to develop their potentialities.
2. All members shall take steps to make the campus clean and eco-friendly.
3. The social service wings of the institution shall plan and carry out activities, programs in local communities and keep records of all these.

  
Co-ordinator (DR. AMIYA KUMAR RATHA)  
RAR Committee

(Dr. Aspita Sahali)  
  
Principal,  
24.08.15  
Dhenkanal Mahila Mahavidyalaya,  
Dhenkanal.

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

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

- A. The PTA meeting was held twice in the year 2014-15. 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.
- C. Food Plaza of Home Science Department of the college was organised which was participate by parents.

### **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.
- D. Extra mural classes, observation of important days are organised.

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

- a) The association meeting of the college was held once in the year 2014-15. The members of Alumni Association have expressed their gratitude for their teachers and college.
- b) Smt. Kalpana Das (Great Mountaineer), Smt. Puspanjali Jena (Social worker) the alumni of this college were felicitated by the college Alumni cell.
- c) International Women's Day was celebrated with the help of Judicial Court, Dhenkanal and ISWO (NGO), Dhenkanal.
- d) YRC wing of the college was awarded with prize by the State YRC, Bhubaneswar for its excellent work.