DHENKANAL MAHILA MAHAVIDYALAYA & JUNIOR GOVT. WOMENS COLLEGE, DHENKANAL

Annual Quality Assurance Report (AQAR) of the IQAC

Year of Report – 2015-2016

Dhenkanal Mahila Mahavidyalaya, Dhenkanal

SUBMITTED TO: NAAC, BENGALURU

JUNE 2016

APPROVAL OF GOVERNING BODY AQAR 2015-2016

Approved by the Governing Body Members

S L Devi

Sukanta Mishra

Brahmananda Mishra

Bineeta Acharya,

Amiya Kumar Rath

Dr Arpita Sabaln

Dr. Maheswar Rout,

A.D.M. Dkl.

Member   Member.

Member

Member.

Member

Principal

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

1. 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

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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:**
*(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/
AQAR2015-16.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	1st Cycle	B+	76.50	21 May 2006	21 MAY 2011
2	2nd Cycle				
3	3rd Cycle				
4	4th 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 2010-11submitted 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 & Ramadevi University, Bhubaneswar

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

Autonomy by State/Central Govt. / University | N A |

University with Potential for Excellence | | UGC-CPE | |

DST Star Scheme | | UGC-CE | |

UGC-Special Assistance Programme | | DST-FIST | |

UGC-Innovative PG programmes | | Any other (*Specify*) | |

UGC-COP Programmes | | 2010-11,2011-12,2012-13,13-14

2. IQAC Composition and Activities

2.1 No. of Teachers | 05 |

2.2 No. of Administrative/Technical staff | 02 |

2.3 No. of students | 02 |

2.4 No. of Management representatives | 02 |

2.5 No. of Alumni | 10 |

2. 6 No. of any other stakeholder and

   community representatives | Nil |

2.7 No. of Employers/ Industrialists | NIL |

2.8 No. of other External Experts | Nil |

2.9 Total No. of members | 12 |

2.10 No. of IQAC meetings held | 02 |

2.11 No. of meetings with various stakeholders: No. | 02 | Faculty | 06 |

Non-Teaching Staff Students | 02 | Alumni | | Others | PTA (02) |

2.12 Has IQAC received any funding from UGC during the year?   Yes | ✓ | No | |

If yes, mention the amount | 12th plan- 3 lakh |

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 | 9 |

(ii) Themes | |

2.14 Significant Activities and contributions made by IQAC

> 1. The college enhances the quality and talents and focuses activities in development of personality, potentiality and skills.
> 2. The college has conducted seminars workshops compassions in collaboration with NGO, District head quarter Dhenkanal and Yoga Club.
> 3. Weekly capacity building classes dance and music classes on Sundays were taken for the development of students.
> 4. Rovers and Ranger unit was inaugurated to incorporate community interaction among students.

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

- E-office management and computer laboratory installed
- Central Library is established with facility of Journals, Books and magazines of National and International repute
- An extension program to the nearby adopted village named Baladiabandha in collaboration with NGO, Dhenkanal.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	02			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	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.

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	01	07		NIL

2.2 No. of permanent faculty with Ph.D. | 05 |

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 | 10 | | NIL | | NIL |

2.5 Faculty participation in conferences and symposia:

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

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

Inter departmental seminar are organised to enhance resource and orientation on various subjects. Poster competition, Quiz Competition are organised on current Affairs and environmental challenges Field trips, Film Shows, and visit to science centre organised. LCD Projector, net browsing and audio visual presentation used tom eminate knowledge on different topics. Extramural lectures organised on various topics on youth participation & motivation.

2.7 Total No. of actual teaching days

during this academic year

| 180 |

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 monitors the teaching and leasaing process by organising feed back updates and regular meeting. The students representatives, committee members and of IQAC committee regularly chalk methods to harness the inherent quality and talent of the students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programme	*Number of faculty benefitted*
Refresher courses	NIL
UGC – Faculty Improvement Programme	01(RUSA)
HRD programme	02 PAR
Orientation programmes	01
Faculty exchange programme	NIL
Staff training conducted by the university	04 (CBCS)
Staff training conducted by other institutions	NIL
Summer / Winter schools, Workshops, etc.	01 (ENGLISH)
Others	NIL

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

IQAC promotes research oriented growth of faculty members and organises seminars and orientation programmes, ensuring active participation of staff and students. Teachers without Ph. D are pursed to carry out 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 NIL   Average NIL   h-index NIL   Nos. in SCOPUS NIL

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 *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   [01]   Chapters in Edited Books   [NIL]

ii) Without ISBN No.   [NIL]

3.8 No. of University Departments receiving funds from

UGC-SAP [NIL]   CAS [NIL]   DST-FIST [NIL]

DPE [NIL]   DBT Scheme/funds [NIL]

3.9 For colleges   NIL   Autonomy [NIL]   CPE [NIL]   DBT Star Scheme [NIL]

INSPIRE [NIL]   CE [NIL]   Any Other (specify) [NIL]

3.10 Revenue generated through consultancy   [NIL]

3.11 No. of conferences organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons   [01]

3.13 No. of collaborations NIL   International [ ]   National [ ]   Any other [NGO]

3.14 No. of linkages created during this year   [02]

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

01

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

NIL

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 [ ] College forum [ ]

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

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

1. Plantation programme done by NSS and Eco-club.

2. Extension activity at a neighbourhhod school with a plantation programme and various competition among the school students.

3. college campus cleaning and Hostel Campus cleaning programmes undertaken by NSS and Eco-Club.

4. sensitization workshop and rally organosed for "Value the Girl Child".

Film Show organised under Active Citizenship Programme for creating awareness on social and nation responsitrilities.

Science Society organised a poster competition on awareness for Energy Conservation and Environment pollution prevention.

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 (≥ 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

- Well maintained e- office management on establishment, accounts admission, examination and library.
- Students admission and examination profiles maintained and monitored through students academic management system (SAMS) under e-admission.
- Salary statements and GPF slips are maintained through e- process.
- Internet access for notification and updation of various indormations regarding UGC and University notification.
- The campus has access to Wi-Fi with a wide coverage for hostel, Auditorium, Principal's office, IQAC, Library, Smart Class room Computer Lab, and examination cell.
- HRMS and PAR of all the employees is maintained through e-process.
- The college campous is under continuous CCTV supervision.

4.3 **Library services:**

	Existing		Newly added		Total	
	No.	Value (Rs/-)	No.	Value	No.	Value (Rs/-)
Text Books			116	725204.21	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	Depart-ments	Others
Existing	26	02	Wi- Fi	BSNL	01	compute rised	LCD,OHP	Exam
Added	05	0	0			-do-	practical	-do-
Total	31	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.)

1. A computer point imparts training and computer education to students.

2. Departments are provided with laptop to facilitate access to study materials & to prepare audio-visual presentation for seminar and class room teaching.

3. The smart class room is provided with Wi –Fi, LCD Projector and Laptop.

4. A class room with a smart board (Digital) is installed with Wi-Fi access, for promoting e- learning.

5. Certain departments have been provided with OHP and LCD facilities.

6. PAR of employees is regularly submitted by e-submission process to the Govt. of Odisha.

7. For the convenience of the students and teachers, the college has provided computer Lab. LAAAN connection in staff common Room and ICT in teaching process.

8. A fully functional language Lab. Is available for enhancing the English Communication skill among the students.

9. e-patsala of inflibnet is linked with the email Id's of teaching staff members for better access to study materials.

10. Inter-active teaching is provided in the staff common room.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   `NIL`

   ii) Campus Infrastructure and facilities   `50`

   iii) Equipments   `02`

   iv) Others   `NIL`

Total :   `52`

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> 1- Capacity building classes are organised on weekly basis.
>
> 2- Underprivileged students and slow learning are given extra-coaching through remedial classas.
>
> 3- Spoken English Classes are held for development of English speaking abilities.
>
> 4- Successful placement of students is arranged though employment office Dhenkanal and various corporate.

5.2 Efforts made by the institution for tracking the progression

> 1-Lesson Plan and Progress Register are maintained and monitored regularly to measure class progress of all the subjects.
>
> 2- Proctorial and Remedial classes are organized on regular basis.
>
> 3- Extra-mural lectures and inter-disciplinary seminars are organized for the dissemination of spealized knowledge to all the students.
>
> 4- The progress of students is continuously tracked through the continuous comprehensive evaluation (CCE) method.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
569			

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%		Women	No	%
						100

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%

Demand Ratio -   100%   Dropout % - NIL

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

1-Being a govt. college, our institution has no scope for coaching for competition examinations. However, our career counselling cell conducts occasional career to prepare for future exam when necessary.

2. The career corner often displays advertisements connected to career prospects of the students

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

- The college organizes career counseling programmes as well as professional counseling programmes in management and higher education.
- Academic and psycho-social counselling are provided through trained the who monitor the student's problems through the grievance cell SC & ST Cell, RTI Cell and the psychological counselling cell.

No. of students benefitted | 97 |

5.7 Details of campus placement   NIL

On campus			Off Campus
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

1. The college has an Anti-sexual Harassment cell that actively provides guidance and support to the students in their of need.

2. The members of the ASH cell attended a meeting organised by the ASH cell attended a meeting organised by the WCD Department, Odisha to sensitigegovt. Institutions about the sexual Harassment of women at workplace Act, 2013.

3. A rally – cum – meeting was organised by the CDMO of Dhenkanal Destrict and all the teaching and non-teaching staff participated.

5.9 Students Activities

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

State/ University level | 01 | National level | NIL | International level | NIL

No. of students participated in cultural events

State/ University level | NIL | National level | NIL | International level | NIL

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

Sports : State/ University level | NIL | National level | NIL | International level | NIL

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   [06]

5.13 Major grievances of students (if any) redressed:

1. Quality – controlled food is provided through the college canteen to students and staff members
   alike.
2. Several Aqua guard machines have been installed throughout the college campus to provide safe
drinking water to everyone.
3. A multi-gym facility is available for enhancing health of interested on the campus.
4. A Self – defence training programme sponsored by the state govt. provides important training
teachniques to all the students for their self- protection.
              The Institution has the following cells for redressing any and grievances of students.

   a) Anti – Ragging cell
   b) Anti – Sexual Harassment cell
   c) Grievance Redressal cell
   d) Regular health check-up from a local doctor
   e) 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.

- Providing quality and all-round education.
- Dhenkanal Mahila Mahavidyalaya, aims at creating a secure ambience where young minds are carefully encouraged to achieve their full potential.

OUR MISSION:-

➢ To enable all students to grow academically as well as socially into responsible citigens of Odisha.
➢ To encourage harmonious growth in spite of different of culture and status.
➢ To sculpt the minds of students of underpriviledged and backward sections of society.

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 and other autonomous colleges. They take active role in the curriculum structure, setting up question papers and change of curriculum through their valuable suggestion in the board of studies meeting.

- Feedback from the students are collected about the content of curriculum by various department.

6.3.2 Teaching and Learning

- The smart class, computer lab, Auditorium are equipped with internet connection and LCD Projector for classroom teaching method.
- A classroom with a smart Board (Digital) is installed with Wi-Fi access, for promating e-learning.
- Special group classes for advance learner are organised by different department for their overall devt. \
- Remedial classes fir slow learning and students at backward class i.e SC, ST, OBC & Minority.
- Interdepartmental seminar are organised regularly for the exposure of students to various subjects.
- Group discussion & Quiz competition on periodically organized to develop their knowledge.

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

- The college has a functional Research Committee which looks into the research potential of all the staff members.
- All the faculty members are encouraged to take up research projects and those who do so are given assistance in achieving their goals.
- It is mandatory for all departments to hold regular seminar activities throughout the year.
- The result of Continuous Comprehensive Evaluation (CCE) of the students are regularly evaluate for feedback in the teaching-learning process.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. A newly constructed building has been added to the original structure to increase the numbers of function classrooms and offices available for college purposes.

2. Some of the departments have been provided with laptops to facilitate education activities

3. The college has an overhead projector and smart board for powerpoint presentation purposes.

4. The college is equipped with Wi-Fi connection throughout the campus.

5. A State – of – out Language Laboratory is established in the New Building of the college in joint venture with IIT Kharagpur and state Govt. of Odisha.

6.3.6 Human Resource Management

- The faculty members are encouraged to develop academically through refresher courses, orientation programmes and workshop.
- The principal attend Management Training programme regularly at National Level.
- Several teachers have also attended conference and seminars on national and state levels, besides presenting papers in the same.

6.3.7 Faculty and Staff recruitment

- Our faculty members are appointed by the Department of Higher Education, Odisha.
- Guest faculty members are engaged in various subjects according to the requirement of the respective departments.
- Contractual lectures are also appointed as per the government guidelines to fill up any remaining vacancies.

6.3.8 Industry Interaction / Collaboration

- The career counselling cell of the college displays pamphlets and counselling cell of the college displays pamphlets and newspaper clipping related to job opportunity on a regular basis for the benefit of the students.
- A placement cell has been formed in collaboration with the Employment Exchange office of Dhenkanal to provide occupational guidance to the students when required.

6.3.9 Admission of Students

- The admission process has been updated to e-admission system for all the streams.
- The students are informally counselled before honours selection to facilitate proper utiligation of their and intellect.
- An additional Information from is also provided to the students to aid the e-admission process.

6.4 Welfare schemes

Teaching	Staff club, staff Quarters.
Non-teaching	Staff club
Students	- Financial aids from SSG provided for meritorious student and financial aid provided by staff club to need students. - Medical aids & awareness workshops on hygiene and nutrition on organized by YRC and NSS and CDMO office, Dhenkanal. . - Dust-bins for college & Hostel campus were provided by municipality, Dhenkanal.

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

Activities and support from the parent –teacher PTA meeting was organized the session 2015-16 for discussing students' academic and extracurricular activities in the college feedback from parents and its compliance taken at regular intervals.

6.13 Development programmes for support staff

> - Dr. Arpita Sabath & Dr. Amiya Kumar Ratha participated in RUSA meeting organised at Bhubaneswar.
> - Smt. Razia Sultana attend a training programme on RTI at Bhubaneswar.
> - Dr. Arpita Sabath, Dr. Ramachandra Malla & Smt. Bidhushi Madhusmita attend an Account Management training programme at Bhubaneswar.
> - Dr. Sarojini Das and Dr. Dipak Kumar Sahu attend YRC Meting at Bhubaneswar.
> - Dr. Swati Sucharita Pradhan and Dr. Sarojini Das participated in YRC meeting at Dhenkanal Auto College Dhenkanal
> - Smt. Juli Pal (DEO) attend a DICS Meeting at DIET, Dhenkanal for college development initiative programmes.
> - Dr. Charubala Pani, Smt. Bibhusi Madhusmita, Smt. Razia Sultana & Sri Sadananda Swain (DEO) attend training program of e-admission & Pre- examination of Ramadevi Women's University at Bhubaneswar.

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

- The college regularly hold plantation programmes and cleanliness drives under the banners of the college NSS and Eco-club.
- Prosperous flower graden is maintained by the college students and staff members alike.
- The college campus is liberally supplied with dustbins that are regularly emplied and cleaned.
- NSS and Eco-club members have planted many fruit trees in the hostel campus for the benefit of the residential students.
- Ecological awareness is initiated through NSS meeting on swachcha Bharat Abhiyan and basic environment cleanliness techniques.

Criterion – VII

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

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

- Certain Innovations and practices that were introduced during this academic year, have created a positive impact on the functioning of the college.
- The faculty members and office staff are paid salary through the HRMS process.
- All the relevant information about the college students, staff members and college committees is updated and maintained through e-office management process online.
- The college organises extra-mural lectures to provide quality education to the students.
- Singing for the all-round development of the 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 website is regularly updated to include all the on-going activities of the college.
- Inter-departmental seminar and quize competition are held to increase the knowledge of the students.
- A language laboratory has been established where benefit of students.

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

> - Students are though the art of weed and gardening during NSS programmes.
> - NSS and eco-club organise meeting and group discussion in which students are encouraged to share tips on cleanliness and the challenges they face in incorporating them.
> - Cleanliness drives are often intiated under the NSS banner to sensitige students against spreading little and wasting water.
> - The college science society organiged a poster competition on the topic save water save life.
> - On national pollution prevention day students participated in a seminar-cum-quiz competition held at science centre Dhenkanal.

7.5 Whether environmental audit was conducted?   Yes [ ]   No [√]

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

1. Our institution boasts of a polities-free environment where women students can peacefully concertrate on their education and all round development without any outside interference.

2. Debicated and hardworking faculty members encouraged all type students into achieving their full potential.

3. The faculty members and students alike are provided access to fast wi-fi connection to enableworld wide information on all topics at any moment.

4. The institution has a 24 hours power back-up through a generatoe system and inverter that are installed on the premises.

5. The college library is regulary updated and enhanced in collaboration with the heads of all departments in order to provide various knowledge to faculty members and students.

6. Students have participated in many athletic and co-curricular district level competitions, winning distinction and recognition for theselvies and their alma mater.

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. As most students are from a poor and uneducated background, it becomes different to communicate progressive concepts to them.
2. The lack of a proper grounding in English also creates for a knowledge barriers between teachers and students on several occasions.
3. The faculty is severaly understaffed, due to which the quality of education is sometimes not as high as could be descried.

OPPORTUNITIES:-
1. A newly constructed building is functioning to facilitate classroom teaching.
2. Teaching through powerpoint presentation enables better students understanding.
3. Constant wi-fi access help the teachers to access international study materials in every situation.
4. The career corner of the college provides updated information about job opportunities to the students.
5. Through communication with other academic institution and govt. organisation the college encourages students to participate in extra-curricular activities on a wider scale.

CHALLENGES:-
1. Stocking the laboratory with state – of –art equipment and ingredients.
2. Opening of vocational and self-finacing courses.
3. Introducing various short term skill based courses.
4. Developing a following botanical garden and well-stocked fish pond for the benefit of all the students.

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.

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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.
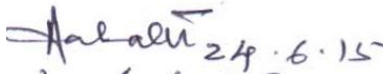
CIRTERIA (VII): Healthy Practices
1. Community development, student's capacity & development programmes will be undertaken.
2. Social service programme for underprivileged group shall be undertaken.
3. Steps should be taken to make campus eco-friendly.
4. Extension Activities for plantation, sanitation 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*

Department of Higher Education

[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 1st Year +3 1st Year	 07.05.2014 to 22.07.2014 01.06.2014 to 22.07.2014
III	Commencement of Classes +2 2nd Year +3 2nd Year +3 3rd Year P.G 2nd Year +2 1st Year +3 1st Year P.G 1st 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 2nd Year +3 1st Year +3 2nd Year +3 3rd Year P.G 1st Year P.G 2nd Year	 2nd Week of December 2014 do do do do do
VII	X-Mass Holiday	25th 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 1st Year	3rd Week of April 2015 onwards
XII	Publication of Result AHS Exam-2015 +3 1st/+32nd/+3 3rd degree University Exam PG 1st Year/PG 2nd Year	Before 10th 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	11th May to 18th 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 1st 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 modem equipments are provided to all.
7. The second two storied Block, Playground and 2nd 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.
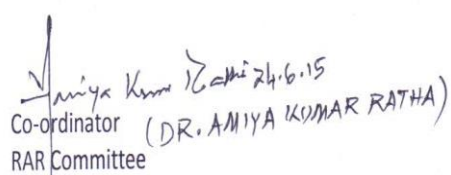
C. V Student Support and Progression

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.
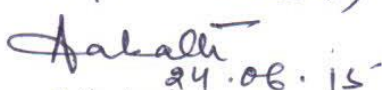
C. VI Organization And Management

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.

(Dr Arpita Sahalli)

24.06.15

Principal,
Dhenkanal Mahila Mahavidyalaya,
Dhenkanal.

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

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.