



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

GOVT. WOMEN'S COLLEGE, SAMBALPUR

**AT/PO.- MOTIJHARAN DIST.- SAMBALPUR - 768001 ODISHA
768001**

www.gwcsbp.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

October 2021

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Govt. Women's College, Sambalpur is a premier institute for the girl students in the western part of Odisha, many of whom come from a rural background and from economically and socially disadvantaged groups. The college is affiliated to Sambalpur University, Burla. The college was established on 17th July, 1959 as a private institution in the town hall of Sambalpur. Due to tremendous zeal and personal efforts by the members of the managing committee, the institution got its own building and hostel by 1962. The first batch of students obtained B.A. degree in the year 1964. It was taken over by the state government on 1st October 1965. In 1972, Honours in English, Odia, Political Science and Economics were opened. During the academic session 1977-78, Bachelor degree in science stream was introduced. The institution opened its PG dept. in Odia in 1993. By 1994, honours teaching in History, Philosophy, Sanskrit, Home Science, Psychology, Geography, and Anthropology were opened. In addition to formal education, students are also provided with various facilities like NCC, NSS, Rangers and Youth Red Cross to boost their extra-curricular activities. Many students who have established themselves in different fields of the society are the proud alumni of this college. It got its first cycle of accreditation with B+ in the year 2006 and B (2.82 points CGPA) grade in its second cycle in December 2014 by the NAAC. Keeping up its tradition for quality improvement and sustenance, the institute has made tremendous growth in the field of teaching, research and infrastructure over these years. From a very humble and sincere beginning some six decades back, the institution has grown to its present stature with its own massive building, staff quarters, library, laboratories, gymnasium, smart room, virtual class room, computer lab., SAMS Lab., IT lab., playground, basket ball court, hostels and all other required infrastructural facilities with eighteen under-graduate departments and a post-graduate department in Odia. With committed and dedicated faculties and an equally disciplined, devoted and duty bound non-teaching staff the college lives up to its glorious tradition of imparting right kind of value system in the minds of the budding scholars.

Vision

The college has envisioned the following:

- .To transform the society through education, employment and empowerment of women
- To develop an objective, creative thinking in pursuit of scientific approach to teaching and learning
- To make the students agent of social change with emphasis on social and moral value of education.
- To create gender sensitivity to make all the stake holders work for a healthy, eco-friendly and sustainable environment.

Mission

- 1- To provide quality education to girl students free of cost and make education engendered.
- 2- To impart ethical values for the holistic development of the students and to make them responsible,

committed and sensitive around the social issues.

3- To enable the students with ICT learning, teaching techniques to make them capable of utilising their skills in the changing environment.

4- To train students in creative arts, social service, leadership quality to make an effective contribution for the society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

This is a leading institute for women education in the western part of the state.

It caters to the need of poor, underprivileged sections of the society.

It aspires to meet the demand for higher education in the modern world without sacrificing its traditional value system.

Most peaceful, un-politicized and conducive academic environment

Located in the heart of the town. So it is very safe and convenient for the girl students.

Well qualified, sincere, hardworking, supportive faculty members

The first college in the state to introduce Martial Art for girls

Organizes national seminar / workshops periodically.

Innovative teaching-learning and evaluation method

Its library is a two storied building with latest books and net facilities for the students.

Strong community outreach programmes and vibrant co-curricular activities

Participatory management in the true democratic spirit

Consistent academic result, securing top ranks in the university

Its students have brought recognition in NCC and sports both at the state and national level.

The college has a very strong infrastructure

It is the center for UPSC and various state level examinations.

It is a nodal center for SAMS, self defense training and distribution of laptops to the students.

It is the valuation zone for university examinations.

It has a well functioning PTA and a registered alumni association

Institutional Weakness

Weak financial position of the Alumni Association.

No institutional industry linkage for possible job opportunities

Being primarily an undergraduate institute, the scope for research is rather limited

Shortage of both teaching and non-teaching members of the staff

Poor communication skill of students in English

Institutional Opportunity

Since it is one of the oldest institutes for girl students, it has the potential to become a deemed university for women in this region.

More number of class rooms to be equipped with audio visual and LCD projector. Proposal is being initiated to utilize the IDP fund in this regard

It can be a center for development of local arts, culture and language.

Research work can be conducted in collaboration with the nearby universities like Gangadhar Meher University and Sambalpur University

Add-on courses and industry oriented courses may be designed to ensure employability

Total computer literacy of students to be achieved. Hostels have been equipped with computer facilities which needs to be strengthened over time

Faculty exchange programmes may be taken on a routine basis

E-learning resources must further be developed

Institutional Challenge

Making provision for auditorium to conduct seminars, conferences and meetings

Language Lab of the college need to be developed further with both physical and human resource

There should be regular provision of finance to make the college a Wi-Fi campus and to increase its speed limit.

Opening of self-financing courses to meet the demand

Even with a group of industries in the region, there is no MOU signed for better academic –industry linkage. This should be initiated in future to make education employable.

Attracting students beyond the state of Odisha

Limited freedom in academic, finance and administrative issues pertaining to the institution.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The curriculum is framed by the Boards of Studies of Sambalpur University and it is mandatory for the affiliated institutions to adopt it. However, some senior teachers of our college act as the members of the Board of Studies to design and develop the curriculum for the University. Once the curriculum is prescribed, the college authorities develop an action plan for its effective implementation. The institution follows CBCS syllabus since the academic session 2016-17. The syllabus and pattern of examination underwent a great change in the academic session 2019-20 following the introduction of model syllabus at the UG level for all colleges coming under the CBCS syllabus. In the beginning of every academic session, the institution chalks out an academic calendar according to the common minimum standard prescribed by DHE, Govt. of Odisha for continuous internal evaluation. This is further discussed and analyzed in various proctorial classes and also in the Parent- Teacher meeting.

To maintain and sustain the academic standard, the college has introduced certificate courses as a part of its innovative programmes to suit the changing requirements of the students. The college has arranged spoken classes since 2018 and given certificates to all the participants after successful completion of the course. It has also given certificate course in yoga, fashion designing and human nutrition. Moreover, this institution is conducting the self defense training programme for the students under the state youth policy 2013. Every year hundreds of students are given both theoretical and practical training in self defense mechanism which includes elementary knowledge of kick, boxing, punching and other martial arts and training. The programme is conducted for thirty hours duration. In the closing ceremony certificates are distributed to all the participants.

The existing curriculum integrates various issues relevant to professional ethics, human values, eco-criticism, Indian Society and Culture, Textile Designing, environment and sustainability in the syllabus. In departments like psychology, anthropology and education, the course structure contains project work/field work for the students. At the end, it collects feedback regarding the syllabus and its transactions from various stakeholders like teachers, students, parents and alumni association of the college

Teaching-learning and Evaluation

Students are selected as per the norms prescribed by the Department of Higher Education through the process of e-admission. Average enrolment percentage was 99.50% during the last five years. The institution abides

by the reservation policy of the state government in admission. Average percentage of seats filled against the reserved categories was 82.77% during the last five years. Every year orientation programme is organized for all the admitted students. The college offers under graduate course in Science and Arts Stream with PG in Odia. The programme and course outcomes are stated and displayed in the college website. Government has set a common minimum standard for the teachers and all of them faithfully abide by it. To enhance the learning experience, student centric methods like proctorial class, tutorial class, seminar class, peer mentoring are used inside the class room. The classes are monitored regularly by conducting various tests such as class room tests, monthly tests, surprise tests etc and their grievances suitably addressed as per university norms. The slow learners are given special attention and advanced ones are encouraged to strive for higher goals in life. Most of the teachers use ICT enabled tools like LCD projector, interactive digital board system, white board, butterfly microphone etc. and guide the students to access e-resources from the college library.

Due to Covid-19, online classes were introduced through the formation of whatsapp group by each department in 2019-20. Classes were taken using zoom/Google platform and online tests are held regularly to assess their performance.

Average percentage of full time teachers against the sanctioned post is 81.78% during the last five years out of which nearly 30% have Ph.D/D.Lit to their credit.

Our students have been constantly doing well and some of them achieved ranks in the University examination. Nearly 86% of students passed out on an average during the last five years. Student-full time teacher ratio for the latest completed academic year is 14.10%. Students are asked to evaluate the teachers through the student feedback mechanism. Moreover, their parents are invited to the parent teacher meeting to give their valued suggestions for further improvement.

Research, Innovations and Extension

This college, being primarily an undergraduate institution in science and humanities, does not have university approved research centre. However, teachers from different departments carry out research activities establishing linkage with the nearby universities. Total grants received for research projects was 16.70 lakhs in 2016-17 . Three teachers are recognized as research guides for the year 2019-20. A total number of eight teachers have registered for Ph.D during the last five years. Some teachers have contributed papers in various national and international journals, have published books and also contributed chapters to the books. During the last five years, 12 research papers have been published in the journals notified in the UGC website. In addition to that, 16 books/chapters in edited volumes have been authored during the last five years. Some teachers are actively engaged in research activities. Eleven numbers of the teaching staff have been awarded Ph. D degree so far, seven with M. Phil and the remaining are to be awarded Ph. D degree very soon. The college has good supportive infrastructure for research activities. It boasts of having a good library, computer room, photocopy facility, internet connection, INFLIBNET, audio-visual kits and other related equipment for academic improvement. The college regularly organizes state/national level seminars, workshops for the enrichment of knowledge. Many of these are inter-disciplinary and have a focus on gender issues.

The college encourages the students to participate in social outreach programmes through NSS, Eco-Club, The Red Cross and NCC units of the college. Students have participated in various community services like cleaning the environment, awareness on health and hygiene, road safety, blind rally, casting of votes, plantation, blood donation, programmes etc. A total number of 19 extension and outreach initiatives have been undertaken with an average student participation rate of 27% during the last five years.

The institution got award of excellence for self-defense programme in 2016-17 from the Dept. of Higher Education, Govt. of Odisha.

The institution has signed an MOU with the Dept. of Higher Education, govt. of Odisha under the world Bank IDP project on 2017-18 for five year duration from 2017-22.

Infrastructure and Learning Resources

The college is endowed with very good infrastructure facilities. It has a total land area of 12.5 acres out of which 5.6 acres belong to the college play ground. Situated on the slopes of Brooks Hill in a scenic surrounding, the college building looks tall and majestic. The campus is well fenced with a high boundary wall and guarded by a night watchman. It has a two storied library, eighteen departments, one computer laboratory, an IT laboratory, a basket ball court, a canteen, a gymnasium, four ladies' hostel, principal's quarter and a good number of staff quarters inside the college premises. Moreover, the construction of a new academic building has been completed and teaching has started in the new building. Another academic building is being constructed in front of the college library out of IDP fund. The work is near completion and will be functional very soon. The college has 26 numbers of well ventilated, electrified, spacious classrooms for both theory and tutorial classes. It also boasts of an air-conditioned multi-purpose seminar hall with an intake capacity of 125 students. The dept. of English has a Language Laboratory for the students. The college has recently developed an ICT enabled virtual classroom to integrate technology in teaching and learning exercise. The institution has 06 mbps broadband connectivity provided by the BSNL. There is the provision of a SAMS room for the admission work of the students. The entire campus is under CCTV surveillance.

The central library of the institution is well developed with construction of an additional building from the RUSA grant. It has more than 34,000 books for students and staff which is fully automated with e-granthalaya software. It also has a reading room and book bank facility. Students and teachers frequently use the library for enrichment of their knowledge.

The college has facilities like ramp, wheel chair etc. for the physically challenged students and teachers. It has a girls' common room with indoor games facility like chess, carom board, table tennis etc. It has a beautiful garden in front of the main building and a botanical garden inside it.

Student Support and Progression

The college has an effective student support and progression system comprising academic, co-curricular, career counseling, scholarship etc.

Nearly 34% of students have been benefited by scholarships and free ships provided by the government during the last five years. In addition, stipend is given to the children of the Muslims, teachers and beedi workers.

The institution believes in the capacity development and life skill activities of the students on a continuous basis. The college offers soft skills, language and communicative skill and life skills through yoga to the students. Nearly 8.44% of students got the benefit from career counseling in various competitive examinations, 41% from yoga and 48 students from language and communicative skills in 2019-20. Students are also doing well in pursuing higher studies from this institute. Almost 68% students progressed to higher

studies in different fields during the last five years. Number of students qualifying in national level examination is 02 in 2019-20.

The college career and counselling cell organizes meetings and workshops to make students aware of their career prospects in future. This has helped some students in placements to various government and non-government organizations. The average percentage of placement of outgoing students' is 1.81% during the last five years.

The college holds annual sports, annual cultural programme, inter college tournaments and so on. Some of our students have received awards for outstanding performance in sports/cultural activities at the university/state/national level. A total of 15 students have made outstanding performance in these fields at the state/national level.

The college has a students' union where every year the representatives are elected to conduct various academic, cultural activities of the college. There is an open pandal where the annual function is held every year. There is a registered alumni association for the outgoing students.

There is a Students grievance redressal cell that looks into their problems and takes corrective measures in a time bound manner. There are also anti-ragging and anti-harassment cells to give protection to the new comers and the vulnerable ones. In 2018-19, one grievance was appealed which was redressed in just one day.

Governance, Leadership and Management

The institution lives up to its stated mission and vision by making women educated, empowered and socially responsible.

The college adheres to the principles relating to recruitment of staff, transfer, posting, promotion, welfare measures, budgeting, auditing, resource mobilization and its effective utilization, financial management etc. as per the guidelines set by Department of Higher Education, Govt. of Odisha.

The Governing Body of the college is the apex body to decide on all important matters relating to college development. The principal is the sole authority of the college and he/she takes all important decisions in consultation with the members of staff. The principal has the power to call staff council meeting to discuss, analyze and implement all the important matters of the college. There are Academic, Administrative and Accounts Bursars to help the principal in academics, administration and matters of accounts respectively. There is a Head Clerk to deal with all official matters with the ministerial staff. E-governance is implemented in the areas of administration, finance, student admission and examination

There are a host of welfare measures like GIS, GPF, commutation, NPS, Housing loan, festival advance, RCM, gratuity, Rehabilitation assurance Scheme(RAS), Obsequies, pensionary benefits etc. for the employees of the college as per government Rule.

The institution has performance appraisal system both for teaching and non-teaching staff in every academic year as per Govt. Rule.

The faculty makes efforts to constantly enhance their ability through seminars/conferences/workshops,

Financial support is given from the institution to attend these programmes. Besides this, teachers also participate in online faculty development programme every year.

The college receives grant from RUSA, IDP, the State Govt. and the UGC. Its funds are properly utilized and are periodically audited by the Dept. of Higher Education and the Accounts General of the Govt. of Odisha. Internal audit is also conducted each year by the members of the staff for various sections and departments. The process makes the system clean and transparent.

The IQAC monitors the quality of all developmental works and records its incremental improvement in various activities. The suggestions of IQAC are implemented from time to time.

Institutional Values and Best Practices

As it is a women's college, safety and security of the students is given prime importance. There is a prescribed code of conduct for the teachers, students and other members of the staff. The college has watchman facilities both in the campus and the hostels round the clock. CC cameras are installed in the campus. Self defense training is given every year to the students to boost their morale to face any on toward situation in life. There is a fully equipped girls' common room for their mental and physical development . The institution celebrates various International and National Days of importance to create gender equity and sensitization among the students. Besides that, the institution also makes efforts in providing an inclusive environment to the students. Numbers of activities are undertaken for promotion of patriotism, national integration, communal harmony, and harmony towards cultural, religious, linguistic, socio economic and other diversities. Importance is given to make the campus clean, green and beautiful. Students are taught to conserve energy, plant trees and make it plastic free. To make the campus fuel efficient, energy audit is done by the institution. The college has an efficient mechanism of solid, liquid and e-waste management system towards environmental protection. The college conducts green audit at regular intervals.

The institution adopts two best practices viz. 1) Yoga class for the students- It is conducted early in the morning for a period of one hour under the supervision of a trainer. Regular attendance is taken in the class and the performance marked. This is found to be beneficial both for physical and mental development of the students. 2) Teaching by seniors to juniors- A novel practice is introduced in the college to groom the senior students in the art of teaching to their juniors. This has not only helped the juniors to overcome their inhibition but also further helped the senior ones to make them feel confident and respectable.

The institution maintains its distinctiveness in giving self defense training to the students. It has bagged prizes as the best college for training at the state level by the government.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT. WOMEN'S COLLEGE, SAMBALPUR
Address	At/Po.- Motijharan Dist.- Sambalpur - 768001 Odisha
City	Sambalpur
State	Orissa
Pin	768001
Website	www.gwcsbp.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Prafulla Chandra Sethi	0663-2412288	9556969078	0663-	govtwomenscollegesbp@gmail.com
IQAC / CIQA coordinator	Jayanta Kar Sharma	0663-9861168455	9861168455	0663-	jayantakarsharma@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	17-07-1959

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Orissa	Sambalpur University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	17-07-1959	View Document
12B of UGC	17-07-1959	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
--	----

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence (CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	At/Po.- Motijharan Dist.- Sambalpur - 768001 Odisha	Urban	12.5	14568.7

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Sanskrit	36	Higher Secondary	English	16	11
UG	BA,Psychology	36	Higher Secondary	English	16	12
UG	BA,Political Science	36	Higher Secondary	English	16	12
UG	BA,Philosophy	36	Higher Secondary	English	16	9
UG	BA,Odia	36	Higher Secondary	Oriya	16	12
UG	BA,Home Science	36	Higher Secondary	English	16	12
UG	BA,History	36	Higher Secondary	English	16	12
UG	BA,Geography	36	Higher Secondary	English	16	11
UG	BA,English	36	Higher Secondary	English	16	12
UG	BA,Economics	36	Higher Secondary	English	16	12
UG	BA,Anthropology	36	Higher Secondary	English	16	10
UG	BSc,Physics	36	Higher Secondary	English	16	11

UG	BSc,Mathematics	36	Higher Secondary	English	16	10
UG	BSc,Chemistry	36	Higher Secondary	English	16	11
UG	BSc,Zoology	36	Higher Secondary	English	16	16
UG	BSc,Botany	36	Higher Secondary	English	16	16
PG	MA,Ma Odia	24	Bachelor of Arts	Oriya	16	16

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	2				7				39			
Recruited	1	1	0	2	4	3	0	7	7	7	0	14
Yet to Recruit	0				0				25			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				67
Recruited	10	6	0	16
Yet to Recruit				51
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD	0	0	0	0	1	0	0	0	0	1
Ph.D.	1	1	0	3	2	0	1	2	0	10
M.Phil.	0	0	0	0	0	0	1	2	0	3
PG	0	0	0	1	0	0	5	3	0	9

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	1	0	1

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	2	1	0	3
M.Phil.	0	0	0	0	0	0	1	5	0	6
PG	0	0	0	0	0	0	2	4	0	6

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	5	10	0	15

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	524	0	0	0	524
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	32	0	0	0	32
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	35	40	18	45
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	49	41	16	48
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	48	47	0	46
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	66	58	146	87
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	7	1	0	0
	Others	0	0	0	0
Total		205	187	180	226

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
191	191	190	190	190
File Description		Document		
Institutional data prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
17	17	17	17	17

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
556	577	608	670	709
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
94	94	94	94	94

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
159	202	201	228	163
File Description	Document			
Institutional data in prescribed format	View Document			

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
41	41	39	39	34
File Description	Document			
Institutional data in prescribed format	View Document			

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
48	48	48	48	45
File Description	Document			
Institutional data in prescribed format	View Document			

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 28**4.2****Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
171.797	56.478	14.802	11.449	72.544

4.3**Number of Computers****Response: 30**

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The curriculum is framed by the board of studies of Sambalpur University and it is mandatory for the affiliated institutions to adopt it. Hence the college authorities have no scope to modify the course. The institution follows CBCS syllabus since the academic session 2016-17 having DSC (core course), Generic Elective, AECC and DSE courses as the component subjects.

For effective delivery of the curriculum, the institution prepares semester wise and department wise time table at the beginning of each semester. Classes/periods are allotted with due weightage to the nature of course and credit assigned to each course as such. The non -practical subjects with credit points 6 are allotted five periods for theory classes and one period for tutorial classes. Subjects with practical component (credit 6) are allotted 4 periods (45 minutes per period) for theory classes (4 credit) and 6 periods (3 periods equivalent to one class) for practical classes corresponding to 02 credit. Assignments, project works, survey, field studies etc. are undertaken under the practical component of different subjects. Environmental studies, Communicative English, Information technology and quantitative and logical thinking are provided to the students as the inter-disciplinary subjects under AECC/SECC course. The institution has very limited scope to fix its own policy for implementation of curriculum. However, some teachers of our own college act as the members of board of studies. Once the curriculum has been prescribed, the college authorities develop an action plan for its effective implementation.

The institution follows the curriculum designed by the university; however, the institution ensures effective curriculum delivery through a well-planned and documented process. In the beginning of every academic session the institution chalks out an academic calendar according to the common minimum standard prescribed by DHE Govt. of Odisha. The OIC of time table schedules each subject for teaching, which includes lecture hours, practical/tutorial classes. The HODs of various departments conduct academic plan meeting to organize the schedule of lectures. The faculty members are instructed by the authority to cover the syllabus within a stipulated time.

More emphasis is given for lesson plan and progress of the syllabus. The lesson plan is regularly verified by the principal and the inspecting authority during the academic session. For implementation of curriculum, teachers take resort to various teaching methods such as presentation, assignments, seminars etc. The institution receives regular updates of circular through letters and email from the university regarding changes or modifications in the curriculum.

The syllabus and examination pattern which had been previously followed underwent a great change in the academic session 2019-20. With the combined effort of all state universities, and taking the consent of chairpersons of different boards, the government implemented the model CBCS syllabus at the UG level for the colleges coming under DHE, Govt. of Odisha. In the changed pattern more importance is given to the objective part to make the students fit for competitive examinations and enhancing their depth

of knowledge and skills.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Our institution adheres to the academic calendar prescribed under the Common Minimum Standard(CMS) by the Dept. of Higher Education for the conduct of continuous internal evaluation. It contains the relevant information regarding the teaching learning schedule (working days), various events to be organized, holidays, dates of internal examination, semester examination etc.

The institution prepares its academic calendar on the basis of the CMS provided by the government. This helps teachers to plan their approach and re-assess their progress when it comes to taking classes and also works as a reminder for the students to keep abreast with the curriculum. The institution abides by the calendar in terms of conducting CIE which helps the students to understand their weakness and take preventive measures accordingly. It also helps in identifying the slow learners and to suggest remedial measures for them.

The performance of the students is assured by conducting two mid-term examinations in each year. In addition to the tests, assignments, field projects and quizzes are also conducted as a part of the CIE.

Evaluation of course work

For continuous evaluation of a student's performance, the institution conducts various kinds of tests, practical and tutorials/assignments. A core or elective course having no practical have tutorials of 1 credit. The institution offers tutorial classes for encouraging self-paced and self-directed learning to the students. The library and laboratory facilities which are provided by our institution add to the vast range of options at the disposal of the students. They get to choose from an inexhaustible range of books and journals to further add to their knowledge.

Our college holds parent teacher meeting regularly every year to discuss the overall performance of the students. Parents take active part in the development of their children and also extend support to the institution in various possible manners. They also suggest various measures for better interaction between the students, teachers and the parents, By organizing these meetings an attempt is made to find solutions to academic and behavioural problems of the students.

Our institution introduces proctorial system to maintain a healthy academic environment. The system helps for developing intimate relationship between the students and teachers for timely guidance and advice in academic and other matters. The parents/guardians are informed about the students' academic performance, attendance in classes and other matters. A regular period is allotted in the general time table

once in a week for this purpose.

Our institution also runs alumni meet by inviting passed out students. This meet plays an active role in voluntary programmes like mentoring students in their areas of expertise. In 2016-17, 02 meetings, in 2017-18, 03 meetings, in 2018-19, 02 meetings and in 2020-21, 01 meeting was held in our institution.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

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

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

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2 Academic Flexibility

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

Response: 17.65

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

Response: 3

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 8

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
00	4	2	1	1

File Description	Document
List of Add on /Certificate programs	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document
Link for Additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 8.35

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
00	115	78	30	32

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

In UG Arts (Philosophy) issues relevant to **Professional Ethics** have been included in the syllabus in DSE having chapters like Karma, Dhama, Niskam, Karma, Karma Yoga and Jnana Yoga. Ethics keep one from doing what is wrong and unreasonable. Being a professional not only refers to one's educational background or attainments, it also includes one's ability to develop good manners, making right judgements, applying one's skills and reaching informed decisions under different situations. Professional ethics is a way to provide an answer to these difficult issues through extensive training and constant practice.

Feminist Criticism enables the student to see life from a woman's perspective. It questions general inequality in patriarchal system. It also offers an alternative power equation as an alternative world view.

In +3 Arts (Political Science) G.E. a paper on feminism has been included relating to women- issue, especially women participation and understanding women's work and labour.

Positive Psychology and **Cognitive Psychology** have been included in +3 5th semester psychology Hons DSE-01 paper. Positive Psychology initiates a wonderful method of developing mental health both at individual and societal level by focusing on social connectivity. Human bonding, through love and care finds a way out of depression and loneliness.

Cognitive psychology offers a goal-oriented psychotherapy treatment.

As part of applied science of psychology, it is a practical method to change the mental block responsible for the behavioral disorder. Academic awareness of such studies like positive psychology and cognitive psychology forms a sort of intellectual yoga for the students spreading positive vibration among them.

Further, in +3 Arts (Sanskrit) (Hons) **Value-based Education** is included in the 1st,2nd,3rd and 5th semester having books like Hitopadesa, Yakshyaprasna, Nitisatakam, Srimad Bhagvad Gita, Sukanasopadesa of Banabhatta, Abhijnana Sakuntalam by Kalidas, Manusmritih, Kathopanisad, Taittiriyanishad.

Environment is very important for every living being. **Environmental Studies** have been included in UG 1st semester arts and science stream in paper AECC. Students are taught topics like basic concept of environment ecosystem, elementary approach to environment pollution, population growth, effect of urbanization, environmental laws, environment and society etc. A paper on "Industrial Chemicals and

Environment" is also included in +3 science 6th semester chemistry Hons (DSE). There is also a paper on "Environmental Economics" in Economics Honours as a part of the 6th semester course.

Eco-criticism has been included in DSC-12 paper of English Hons in 5th semester.

Eco-criticism inspires the students to develop a creative way of looking ecology in the context of sustainable design, bio-politics and environmental history. Instead of controlling or ravaging the nature in the name of development it calls for a principle of surrender to nature.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 0.84

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	5	00	00

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest

completed academic year

Response: 3.42

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 19

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: A. All of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1.Feedback collected, analysed and action taken and feedback available on website
- 2.Feedback collected, analysed and action has been taken
- 3.Feedback collected and analysed
- 4.Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 102.63

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
556	577	608	670	709

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
608	608	608	608	608

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 82.77

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
91	76	33	106	83

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

Every Year after the academic process, the institution organizes orientation program for all the students. The teachers of each department review the academic performance of the students through class test, special test, unit test, asking questions in the class room, internal examination, asking multiple choice questions, group discussion etc. to identify the slow learners. Students securing below 40% marks are identified as slow learners. For the academic improvement of them every department besides taking regular classes of their respective subjects adopt different methods like taking extra classes, taking tutorial classes, following interactive teaching, peer mentoring etc. These create cordial relation between the students and their respective teachers and greatly helps the slow learners for better performance.

The institution provides additional inputs for advance learners to motivate them for higher goals and for better career planning and growth. Experts from different colleges and universities are invited to impart better knowledge to the students not only in the existing curriculum but also in the latest development in the relevant areas of teaching. Seminars, group discussions, quiz competitions are organized to improve the potential skills of the students. Various reference books, advanced reading materials, prizes and awards are given to the meritorious students to drive them for further growth in education. In the process of learning, students are encouraged to involve themselves in project and research work. They are further encouraged to appear various competitive examinations both at the state and national level. The college has a rich library which provides them books related to general knowledge, magazine, journals etc. Computer facility with internet connection are provided them for independent learning. Besides these the institution organizes work shop and series of guest lectures by eminent scholars to keep the students abreast of the latest developments in their subjects.

A majority of students belong to the socially and economically deprived section of the society. Due to lack of adequate facilities in the beginning of their career, many of them are not able to cope up well with others in the class. Therefore, special attention is given to the weaker students by conducting extra classes where doubts and personal difficulties regarding the subjects are solved on a routine basis.

In the beginning of the session, fundamentals of the subjects are taught for the better comprehension of the subjects. Extra classes are conducted for the full coverage of the syllabus, depending on the time and requirement of the students. Slow learners are specially advised and counseled by their respective teachers/HOD in a friendly manner. Senior students mentoring juniors are encouraged for interactive teaching and learning process. Class room teaching is supplemented with the field visit in some departments. This has given better results in the examinations, more regular attendance, increase participation in co-curricular activities, better discipline in the campus and a cordial relationship between the students and their respective teachers.

File Description	Document
Upload any additional information	View Document
Past link for additional Information	View Document

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

Response: 14:1

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

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

Response:

The institution believes in better student centric methods by following a healthy student teacher interaction, and creates a smooth academic atmosphere in the campus. Some of these are enlisted below-

◦ PROCTORIAL CLASSES

In every academic year, proctorial duties are assigned to the members of the teaching staff. The students are divided into different groups with 17 of them in each group which is then allotted to a proctor. The proctors in turn keeps regular touch with the students in the proctorial class and monitors the academic development of that group. In addition to this; interests of the students in other fields like- sports, music, dance, quiz, debate are also encouraged. The students are encouraged to interact freely with the proctor for redressal of their grievances.

◦ TUTORIAL CLASSES

Tutorial classes are allotted in the time table of every department. Here, the students are divided into different sub-groups and teaching is done through the interactive method. Earlier taught topics are further discussed and the doubts are clarified in a systematic manner. Students are advised to come to the tutorial classes with prior preparations. Advanced learners are encouraged to help the slow learners in clarifying their doubts.. Slow learners are further motivated to ask questions without any hesitation.

◦ EXPERIMENTAL LEARNING

Some departments of the institution undertake experimental learning by field work through the process of observation and collection of data about people, culture and natural environment. It creates opportunities to gain experiences, critical thinking, builds positive attitude and boosts scientific temper in the minds of the young scholars.

◦ PARTICIPATIVE LEARNING

Participative learning improves critical and higher level of thinking skills among the students. This is held regularly in this institution in the form of seminar classes, question answer discussion and other co-curricular activities like GK, Quiz, Debate and various other competitions. Students are advised to participate in these activities.

1. SEMINAR CLASS

The seminar class is headed by all the departments every week as per the time table. A seminar secretary and assistant seminar secretary are selected from the students to arrange and to keep records of all the seminars conducted in the departments. Topics are given by the concerned teachers well in advance to all the students for prior preparation. Students in turn present paper in the seminar in the presence of all the students and teachers of the department. After the end of each seminar, a question –answer session is held where the students take active part in the discussion of the topic. This helps the student's to gain self –confidence in a group and help them overcome their inhibitions.

2. PEER MENTORING

The institute provides computer facility to the students. Those who are well equipped with computer knowledge help their classmates in this field. Every hostels of the college, computer education is provided to the students. Besides that each hostel has two computers with internet facilities in the computer room. It greatly helps the students for getting the required input through e-resource.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

The institution takes various steps for e- learning to the students. In the virtual class room, teachers from different departments take classes in an effective way to forge relationship between the teachers and the students. Students are asked to present papers in the virtual room in front of their classmates. Care is taken to teach every student the process of preparing notes using the computer techniques. There is a smart class room in the college equipped with interactive digital board system and the college provides online classes which is a platform for delivering the best education among the students. In this process the students are able to view their syllabus related study material under the guidance of course instructors. These classes provide variety of academic opportunities to the students. Besides these, teachers of different departments provide hand notes in PDF format to the students. Teachers are taking their classes through power point presentation, comprised of slides containing text, image, audio and video clips etc. which is easy for the students to understand the theme in a better way.

All the examination of the college were held in offline mode previously but due to covid -19 situation both internal and university examination are going on in online mode. Every department has created the WhatsApp/E-mail group for online classes, provides hand written notes and study materials in PDF format and sends internal examination question papers. After appearing the examination in online mode in a stipulated time students send their answer scripts to the concerned teacher for evaluation. The university question papers are sent to the students through the examination section of the college. Students appear the examination on online mode and after submission of the answer scripts concerned teacher are allotted for evaluation.

Computer education is provided to the students of each hostel with internet connection facility in computer room and reading room. The study room opens from 7 a.m to 8 p.m on all days including Sundays. Here the boarders of the hostel use internet facility in the study room. Senior students help the junior ones in computer learning, the interested students get the facility to learn the computer education freely. Here the senior students of each department takes one hour class for the benefit of junior students. These conversations help the students for data collection of notes based on syllabus, gathering greater knowledge, increase communication with others etc.

The teacher also guide the students in the library to access their knowledge through different weblinks like – InflibNet, E-Gyankosh, E-PG Pathsala, Talk to Teacher, Sodhganga, NCERT Textbook. The library has a good number of books and magazines/journals for the students. All the books are fully digitised and are readily accessible to the students. It also boasts of a very good reading room on the ground floor where computer facility is provided . Various e-books, articles from open source are collected and kept in the computer in the PDF format for the benefit of the students.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View Document

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

Response: 26:1

2.3.3.1 Number of mentors

Response: 21

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 81.78

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 0.98

2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	0	0	0

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest

completed academic year in number of years)

Response: 3.95

2.4.3.1 Total experience of full-time teachers

Response: 162

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The institution follows the mechanism of internal assessment which is transparent and robust in terms of frequency and mode in the following manner.

◦ ACADEMIC CALENDER

In the beginning of every academic year the department of Higher Education, Government of Odisha, rolls out the common minimum standard for all the degree colleges of the state. The college prepares the academic calendar as per the guidelines of the common minimum standard.

The academic calendar comprises of commencement of classes, induction, course completion guidelines, schedule of internal and end- term examination and co-curricular activities of the college. The students and the teachers abide by the guidelines of academic calendar for proper planning and implementation of academic activities in the college.

◦ University rule on CIE

The university in the beginning of the session prescribes rules regarding the internal examination on the basis of CBCS syllabus. The college adheres to the norms of the university to maintain the transparency which are enlisted below-

The college conducts the internal examination in accordance with time and date as given in the academic calendar. Continuous internal examination is done by the college to assess the performance of the students on the curriculum. In each academic year, there are two semesters for both the practical and non-practical subjects. The internal examination for practical subject is 15 marks whereas for non-practical subjects it is 20 marks. Every department of the college conducts internal exam and follows the pattern and the mode of the sambalpur university. The subject teacher is responsible for conducting the internal

assessment. He/She prepares the question papers as per the university guidelines. The question pattern contains both MCQs and 2/5 mark questions. In order to maintain transparency the teachers discuss the question with relevant answers by showing the scripts to the students. The students are free to check the answerscripts and discrepancy if any, between the actual marks scored and the marks they are likely to get after discussion is immediately brought to the notice of the teacher for necessary correction. It helps the students for self assessment. The internal marks are submitted to the examination section in proper mark foil given by the university. It is also uploaded in the examination portal of the university with utmost care. The subject teacher maintains the records of each internal assessment for further use. Due to covid-19, the last two years internal examination was held on online mode.

Further, the subject teachers do continuous evaluation of the students in the form of class test, surprise test, MCQ etc after completion of each unit in order to assess the understanding level of the student. Drawing of charts, maps, models are also included under this procedure. The subject teacher also gives various projects and arranges group discussion which is helpful for clear understanding of the subject matter. Besides all these, the students are asked to collect some current news, photos of relevant topics in order to know the use of their study application in day to day life.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

In this institution there is complete transparency in internal and external examination related grievances and it is time bound and efficient.

INTERNAL EXAMINATION—

The institution has transparent and robust evaluation process in terms of frequency and variety. The system of internal assessment is communicated to the students in time to ensure transparency. The examination section of the college prepares the time schedule which is notified to the students accordingly. The subject teachers give sample questions in advance and discuss that with the students. The monthly test enables the students to understand the question patterns for final preparation. The principal of the college holds staff council meeting for the effective implementation of the evaluation processes after conduct of internal assessment. Examination related grievances are mitigated by the subject teacher of each department by showing the answer scripts to each of them. All the questions are discussed in the class room and the students recheck their scripts with the answers provided by the concerned teachers. This

method of internal assessment helps the teachers to evaluate the students more appropriately. This is also transparent and efficient in nature.

UNIVERSITY EXAMINATION ---

The institution follows the university examination time table given by sambalpur university in the website. All the examination related grievances are forwarded to the university grievance committee. Students can obtain photo copy of the answer script from university by applying through the college examination section on request. Grievances related to the marks are mitigated by applying for revaluation to the concerned university. For grievances related to the non uploading or incorrectly uploading of marks in the university marks portal, the college sends a photocopy of the mark sheet as prepared by the teacher with an application to rectify the error at the university level. The norms regarding grievances are displayed in the university website. As the institution follows the university policy the entire mechanism to deal with examination related grievances is time bound as per university guidelines.

PRACTICAL EXAMINATION

Departments having practical subjects test students' skills and techniques usually in the laboratory. The laboratories are well equipped with the nessary learning tools. The students are assisted by the laboratory assistant for their practical work .Here the students are directly assessed and their ability is demonstrated in a particular subject. The role of the subject teacher is to assess the progress of a student accurately and identify the learning needs and problems. If the student has any grievances in practical examination the teacher mitigates it with the help of the demonstrator.

PROJECT WORK

Project works are carried out by the students as prescribed in their curriculum. The subject teacher assigns various topics to the students. Students present their projects in department seminars in the presence of all students and teachers. Their projects are evaluated in the class room in the presence of both teachers and students.. Emphasis is given to both the writing and presentation skill of the students. The projects are kept in the department for future record.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

Programme outcomes offered by the college are specific enough to match the expectations of the students within a particular programme.

Course outcomes of the institution specifies the expectations of the teacher for the course which are related to the programme out comes displayed in the college website.

As the institution is a UG based college affiliated to the Sambalpur University, it offers 16 (Honours) programme and 2 GE programme. The institution grants PG in Odia. The detailed information about the programme, duration and outcomes are displayed in the college website. This helps the student to choose a particular programme, judging its pros and cons, before taking admission to a particular programme.

The institution adheres to the programme outcomes offered by the sambalpur university which is formed by different board members and approved by the university under the supervision of VC and Controller of examinations. Some of the faculties of our college are members of the Board of Studies. In the board meetings, the programme outcomes and course outcomes are discussed and necessary changes are made. Besides this, as the college website is open for all and the programme outcomes are displayed, it is easier for both parents and students to give a option for a course.

Every year, before the commencement of the classes, the college arranges an induction meeting for all the newly admitted students. The total courses available are discussed threadbare in the meeting and students are made aware of the nature, scope and marketability of each of them. Students are allowed to opt for the individual course on the basis of their merit and interest in that particular field.

All the programme begins within the stipulated time as given in the college calendar. After joining a particular course every department arranges a welcome meeting where HOD's of the concerned departments specifies the course outcomes to the students. The principal of the college with IQAC coordinator also conduct induction meeting in the presence of all HODs and subject teachers to enlighten the newcomers about the programme outcomes, course outcomes and programme specific outcomes. In this meeting HOD of the concerned departments throw light on subject specific outcomes and congratulate students for choosing their liked subjects for future career. The students are also invited to place their views and queries regarding their choice of Honours subject. The subject teacher focuses on the depth of the paper and her/his vision while specifying a career for further studies. The detail course outcomes, programme outcomes and Programme specific outcomes of each Hons. subject are given in the college website for reference of the parents and students.

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	View Document
Upload any additional information	View Document
Past link for Additional information	View Document

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

Response:

The process of programme outcomes and course outcomes and programme specific outcomes is fixed for each programme from first year to third year in a three year degree course , including MA in Odia (2 year Course). So the institution prescribes a written course outcome in the website for measuring the achievement of course outcome at the end of the semester.

The institution adopts the following methods to evaluate the attainment of programme outcomes. The programme outcomes are discussed under two headings like direct and indirect method. Under the direct method, the institution calculates the marks obtained by the students in their internal exam, university exams and internal assessment metrics such as quiz, seminar, presentation etc. The merit of the student is judged on the overall performance in the above parameters.

The indirect method represents a part of programme outcome, under which the institution surveys and collects data from the current passing students, alumni and stake holders. This indirect method of survey is done by the college through the Whatsapp/email group created by each department with their passing students.

The institution offers B.A and B.Sc programmes for three year degree and MA in Odia for two years. The BA courses are of two divisions like social science and humanities. The major social science subjects are Anthropology, Education, Economics, Geography, History, Political Science, Psychology, and Home-Science. The humanities subject which the college imparts degree course are Philosophy English, Hindi Sanskrit and Odia. Likewise the college imparts three year degree in science into two branch like PCM and CBZ. Besides this, the students are taking compulsory communicative English which the university prescribes as skilled enhancement course. In addition to that, an environmental science in the three year degree courses also offered to the students.

The programme outcomes of all three programs and two years MA programme are given in the college website for understanding of the subjects and future prospects of the students. All the departments have created WhatsApp, email group /facebook account of pass out students to trace the implication of programme outcomes in their career building. The programme outcomes and programme specific outcomes are also evaluated by the institution from the alumni association where proper data with mobile number and E-Mail Id is registered. The departments organize welcome and farewell meeting where the alumni are invited to encourage the students for attainment of programme outcomes. Some of the teachers are also proud alumni of this college which favours programme outcomes and also for encouragement of the students. In the annual function and annual sports some of the alumni are invited as guests to motivate and inspire the students regarding their career.

The institution has MA in odia which is the regional language of Odisha. This has a great implication in the programme outcomes and course outcomes in various state government services, state libraries and Odia Sahitya Academy.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 91.32

2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
159	202	201	228	163

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
167	202	210	236	236

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View Document
Upload any additional information	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.49

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document
Upload any additional information	View Document

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 16.7

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	16.70

File Description	Document
List of endowments / projects with details of grants	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document
Any additional information	View Document

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 7.32

3.1.2.1 Number of teachers recognized as research guides

Response: 3

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 1.05

3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	01

3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
19	19	19	19	19

File Description	Document
Supporting document from Funding Agency	View Document
List of research projects and funding details	View Document
Any additional information	View Document
Paste link to funding agency website	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

Govt. Women's College, Sambalpur is predominantly an undergraduate institution with only one postgraduate Department (Odia) has no recognized incubation centers associated with business start ups. But it appreciates and plays an encouraging role in promoting an ecosystem for innovation among the faculty members. This spirit of innovation encompasses various outreach programs for creation and transfer of knowledge.

- Our institution promotes research and encourages innovative practices among staff and students. The teachers publish and present their research work at various national and international levels. There is a Research Committee in the College which motivates the young faculties to undertake research work.
- Some of our teachers are engaged in faculty development programme for various colleges and universities.
- In addition to this, there are other labs such as Language Lab in English, Psychology, Physics, Chemistry, Computer, Geography, Education Botany, Zoology, Mathematics and Home Science, which help to transfer practical and application-based knowledge to the students.
- The college has a separate Library Building. Students can access their desired books through an automated system of computer. It has approximately 35000 books and reference books on various

subjects. Additionally, a number of magazines and journals are also subscribed by the library. Students are able to use these resources throughout the academic year to enhance their knowledge. Students are encouraged to prepare presentations on various topics using Microsoft word and PowerPoint which help them to enhance their interactive skills. Separate reading room is provided to facilitate group study and to create a good academic environment. The library committee organizes orientation programs every year to appraise the students and new staff members about the utilization of the library facilities.

- There is e-Learning Resource Center in the library. The college subscribes to subject journals, e-journals and other online resources. They are able to access many e-resources like INFLIBNET N-List, Shodhganga, open access resources and a number of national and international journals for knowledge transfer.
- The college motivates the students to prepare models, charts, project reports, assignments, survey and quizzes to transfer the knowledge on current issues. The college organizes poster and slogan competition so that they can learn to transfer the knowledge on recent issues. The Institution has been organizing poetry recital, painting, poster competition, and yoga meditation session on various occasions. Both in the field of sports and music, the college can boast of incubating many talents who have excelled at the university, district, state and national level competition.
- The institution also conducts workshops and seminars on latest developments on various fields. The faculty members of the college conduct various interactive and interdisciplinary lectures on latest aspects and developments to update their knowledge and publish papers in UGC enlisted and refereed journals. Thus, the Institution has been effectively trying to promote research and innovation in the campus, despite paucity of resources.
- Students are encouraged for presentation of paper in the Departmental Seminar. The internal assesment is linked to the seminar activities of the students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 3

3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	01	0	0	0

File Description	Document
Report of the event	View Document
List of workshops/seminars during last 5 years	View Document
Any additional information	View Document

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 2.67

3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 8

3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 3

File Description	Document
List of PhD scholars and their details like name of the guide, title of thesis, year of award etc	View Document
Any additional information	View Document
URL to the research page on HEI website	View Document

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.31

3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	3	0	4

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 0.41**3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2	4	3	2	5

File Description	Document
List books and chapters edited volumes/ books published	View Document
Any additional information	View Document

3.4 Extension Activities**3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

Govt. Women's College, Sambalpur has been maintaining an environment in which students and faculty members are encouraged to participate in social outreach programmes and work in collaboration with other organizations. Extension Activities like Plantation Programme, Blood Donation Camp, Road Safety Awareness, Swachh Bharat Programme, Campus Cleaning, provide scope to the Students for development of leadership quality and sense of service towards the mankind. It also creates enthusiasm among the students regarding their role and contribution for the betterment of Society. Govt. Women's College, Sambalpur always takes the opportunity of creating awareness regarding various social issues among the young-mass particularly women through various extension activities.

- The NSS unit of the college participates in many community services like cleaning the environment and flood relief, generating awareness on various issues like health and hygiene, HIV/ AIDS, road safety, Blind Rally, casting of votes etc. The NSS Wing of the College with the local Anganwadi Centre, Bhutapara has organized One Week Special Camp from Dt-13.07.2018 to Dt-19.07.2018 in nearby slum area of the College, where the students have participated in various programmes in creating awareness regarding violence against women, health & hygiene, child education and nutrition. Students have also done community visit and Project Work. Pulse Polio Day was also observed by the NSS wing of the College on Dated-18.01.2021 at Nagen Chauthi Anganwadi Centre. An Awareness Programme on occasion of Rastriya Poshan Abhiyaan was organised by

the NSS Wing on dated 22.09.2021 where a PPT was presented to create awareness amongst the slum dwellers.

- Eco-Club of the College has conducted various activities starting from Plantation programme to organizing various drawing, painting and poster competitions for generating awareness among young mass. A Drama on Environmental Awareness has also been staged to motivate students regarding the harmful impact of use of Plastics and benefit of tree plantation and water conservation.
- The Red-Cross Wing of the College has organized programmes like creating awareness about HIV/AIDS by observing World AIDS Day and organizing Health Camp with the help of District Headquarter Hospital, Sambalpur. In association with Dist. Red Cross Society Sambalpur, the College has also organized Preparatory Events/ Competition regarding First-Aid of Youth Red-Cross on 17th January 2020 where YRC Members and Students from nearby Colleges of the District have participated wholeheartedly.

- NCC unit of the college conducts various programmes which give training to the students for becoming responsible citizen. The Wing has been actively participating in several extension activities. Captain (Mrs.) Sarita Nayak along with her cadets has successfully organized Blood Donation Camp in the College on regular intervals, awareness Rally on protection of girl child, prohibition of female infanticide and also on road safety & traffic rules. NCC cadets of the College are regularly attending Camps in various places of the District, State and National level. A blood donation camp was organised on Dt. 20.11.2018 by the NCC unit with the help of Odisha Blood Bank, DHH, Sambalpur.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 1

3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	1

File Description	Document
Number of awards for extension activities in last 5 year	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 7

3.4.3.1 Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
02	01	01	1	02

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	View Document
Any additional information	View Document

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 8.22

3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
34	30	37	50	115

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 3

3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	2

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 1

3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1	0

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document
Any additional information	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

The college campus is spread over an area of 12.5 acres of land which facilitates excellent infrastructure for teaching -learning process. The college has adequate number of classrooms, seminar halls, laboratories & sufficient space for hosting all academic activities which are listed here as under. Moreover, the construction of a new academic block has been completed and the teaching has started in the new building. All the 18 departments are equipped with the necessary infrastructure to make a good learning environment.

Classrooms: The College has sufficient number (26) of well ventilated, electrified, spacious classrooms for conducting theory and tutorial classes. The classrooms are furnished properly to meet the student requirements according to the existing norms laid by U.G.C. The classrooms accommodate the teaching needs of the number of students enrolled at a time. There are some classrooms with 100-150 capacities including provision of audio systems, LCD projectors to provide a good learning environment. Choice of blackboards versus white boards is also being considered and implemented wherever necessary. The college has recently developed an ICT enabled virtual classroom with LCD projector to integrate technology in teaching with classroom practices. Faculties are encouraged to use the ICT facilities. The students also present their seminar topics using the Information and Communication Technology. The use of these provisions makes the teaching-learning more effective & lively.

Laboratories: Most of the departments have been provided with adequate number of labs. These labs are sufficient enough to cater to the existing strengths of students. All the science (Physics, Chemistry, Botany, and Zoology) laboratories are equipped with modern, modular and functional workspaces integrating the student need of water, electricity and gas. The laboratories are designed with the safety features like fire extinguishers, water buckets etc. The students get hands on experience with the latest technology as prescribed in CBCS syllabus. The psychology laboratory is well equipped with different types of equipments for conducting experiments such as electronic memory apparatus and other sophisticated instruments.. A range of psychological tests is also available in the laboratory, for example, personality test, intelligence tests, aptitude tests, attitude and value scale tests. The Dept. of English has a language laboratory that enables the students to attain good command over English language and communication skills.

Computing equipments:

There are two computer labs in the college with 30 terminals and internet facilities for the students and the teachers. Students from Physics and Mathemaics department conduct their practical classes using scilab and matlab software.

Seminar Halls:

The college has an air-conditioned multi-purpose seminar hall. The hall can accommodate up to 150

students and is frequently used for seminars, talks and lectures by experienced professionals. There is another seminar hall with a capacity of 64 students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Sports/Games:

The college encourages various sports and provides necessary facilities for the same. The sports facilities in the college include a large play ground measuring 150x90 metres. The volley ball court located in the college campus measuring 18x9 meters. There is facility of a football field and a kabadi court in the playground. The playground has the provision of conducting track and field events. Students are encouraged to take up field events like javelin throw, Shot-put, Hammer throw, discus throw by providing them with necessary sports equipments. The frequency and user rate for these facilities is round the year. Students are given training in all sports and games to take part in inter-college, inter-university, state and national competitions. A basket ball court and a badminton court are located within the campus. The college PET regularly train the students in various games such as badminton, kho kho, kabadi, judo, basket ball, etc. To motivate players the college provides incentives like travelling allowance, sports kits and track suits to the winners and participants. An annual athletic meet is organised every year in the college. The college has facilities for indoor games such as table tennis, chess, and carom in a separate hall.

Gymnasium:

A well furnished Gymnasium hall is available in the college. Gymnasium houses modern equipments like double bar, chin up bar, weighing machine, power lifting and weight lifting sets where the students can exercise for their sound health.

Yoga:

Along with sports the college provides yoga facilities for all round developments of the students and ample space is provided to practice yoga and self defence in the college quadrangle.

Cultural activities:

The college conducts various cultural activities for students to understand their culture in a better way. The multipurpose seminar hall is available for cultural activities. Practice session of cultural activities such as plays, mimes, folk dance, one act plays are performed in the multipurpose seminar hall to inculcate the cultural values amongst the students. In addition to this the college has an open air pandal for conducting

the Annual function and drama of the hostels and college every year. Every year the literary society of the college celebrates Gangadhar Jayanti, the iconic poet of Western Odisha in a grand way. Various competitions like essay, debate, recitation, dance-drama are organised based on the poetic creations of the poet. Moreover, in order to enhance the critical thinking among the students it conducts activities like story writing/play writing, paraphrasing/critical appreciation of poem, slogan writing and different linguistic skills. It also organises story telling session to train the students in the art/craft of narration which eventually helps them to improve their oratory skill. As a whole literary society acts as a positive catalyst for improving the creative talent of the students. Similarly the dramatic society of the college also conducts different competition like one-act-play, mono action mimicry, dance (both solo and group). Above all the students union of the college is the centre of cultural and social –welfare activities.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 7.14

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 2

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 68.12

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
165.40	52.74	3.36	6.78	50.06

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

The college library contributes a lot for the growth of learning process among the students and staff members. Its membership is open for all the bonafide students, teachers and non-teaching staff of the college. Every student is issued a library card with which she can take a maximum of three books at a time for a period of 15 days. There is a well-ventilated reading room for the students where some selected copies are kept for reading during the college hours. There is also a reading room for the staff members. The entire library is cleaned on all working days. Computer, printer and photocopy facilities are available inside the reading room. In addition to text and reference books, it also provides newspapers, weekly and monthly magazines on a regular basis. It also subscribes research journals and bulletin on different subjects as per the recommendation of the Research Committee of the college. Along with the collection of text books, our library provides reference books like encyclopedias, year books for better understanding of the subjects among the students on their own efforts. Further, to make its use easy and more accessible, it has made proper classification, cataloguing, display of new arrivals etc. Moreover, our library provides practical training to the students in the form of indexing, abstracting, bibliography writing etc. while preparing their term papers, seminar papers and projects. By offering the students both textual and audio-visual support, it makes their learning process more intense. A suggestion-cum-complaint box is placed inside the library. The entire process is frequently supervised by the librarian, officer-in-charge of the college library and members of the library committee. The Library remains open from 10am to 5pm on all working days.

The following software is used in the library.

Name of software: E-Granthalaya

Nature of automation (full/partial): Partial

Version: Version 4.0

Year of automation: 2014

The Library has an advisory Committee consisting of five members headed by the Principal and four other senior faculty members. The committee has taken the following initiatives:

- Maintenance of Visitors Book to record the number of both faculty and students:

- Library automation is going on.
- Provision of Reprography facility
- Question bank and Syllabus are provided on demand.
- Open self-system that facilitates free access of books.
- New arrivals are displayed on the notice board
- Complaint cum suggestion box is installed.
- Newspaper clippings are displayed to create awareness among students.

The college library was recently renovated and extended out of RUSA grant made available to this institution. A new building is constructed in adjacent to the old structure which is used for both reading and keeping the books in proper order. It is a two storied building which is spacious and properly ventilated. This has fulfilled the much needed requirement of the students.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: C. Any 2 of the above

File Description	Document
Upload any additional information	View Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 7.07

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.621	0.4474	0.3474	3.5274	30.3974

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

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

Response: 1.01

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

Response: 6

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The plans for IT infrastructural development are given top priority as the College realizes the correlation between adequate infrastructure and effective teaching – learning. The strategies adopted for ensuring adequate infrastructure are as follows:

At the beginning of the academic year need -based assessment for replacement / up gradation / addition of the existing IT infrastructure is carried out basing on the suggestions from staff members after reviewing course requirements, student – computer ratio, budget constraints, working condition of the existing equipment and also students’ grievances. Optimal deployment of IT infrastructure is ensured by conducting workshops/ awareness programs/ training programs for faculties and students on the use of new technology.

The institution has 06 mbps broadband internet facility. Most of the computers have internet facility via

Wi-Fi. The computers of the college are connected with printers and scanners wherever required. The institution has software such as C, C++, SCILAB installed in the computer Lab for the use of students of department of Mathematics and Physics. At UG and PG level the teachers use the internet for providing lecture notes to the students wherever required. The college takes the help of experts for up gradation of its website in which maintenance and up gradation is done from time to time. The Internet service provider (ISP) is BSNL which provides connectivity with high fault tolerance. The internet connectivity is available in some classrooms. The departments of Botany, zoology, physics and chemistry have Over Head and LCD Projectors, amplifier, microphone & speakers which facilitates teaching in the respective departments. There is the provision of a Smart class room and two more class rooms equipped with LCD Projectors that makes class room teaching, inter-disciplinary seminars, extra mural classes more accessible to the students. Video conferencing facility is available at the Virtual class room for conducting virtual classes through software applications. Uninterruptible Power Supply (UPS) and Electricity Generators are in place for smooth operation of computers by the students and teachers. The faculty members are well versed with evaluation process. The departments of Physics, Chemistry, Botany, Zoology, Geography, Psychology, Anthropology and Home Science are supplied with Laptops which makes the faculty members able to adopt Information and Communication Technology (ICT) in teaching learning process. Two of the ministerial staffs have acquired HRMS training. There is the provision of Students Academic Management System (SAMS) Room and two Information technology laboratories to facilitate support services to the students from admission to examination. The Institution adopts e-Admission, e-Governance, e-Administration & e-billing for carrying out smooth financial and administrative work. The college Library has access to e-resources such as Shodh Ganga, INFLIBNET, CEC, ePG Pathshala, NPTEL, Online MOOCs, etc. CCTVs are installed in the examination halls, class rooms, corridor, office, library building, and entrance gate to maintain proper discipline in the college. There are 18 Number of desktop computers exclusively for student use and 9 laptops for faculty use.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 19:1

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: D. 05 MBPS – 10 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 97.26

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

2020-21	2019-20	2018-19	2017-18	2016-17
171.68	56.47	12.84	11.44	72.32

File Description	Document
Upload any additional information	View Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document
Audited statements of accounts	View Document

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

Response:

The college ensures optimal allocation and utilization of the available financial resources for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants as per the requirements.

The college has specific guidelines for repairing and maintenance activities to ensure time bound maintenance work. Accordingly college has constituted various committees to look into purchase of material and supervising maintenance work. Members of these committees are nominated from the faculties. The heads of various departments oversee the maintenance of their equipments and facilities. A

complete inventory of all items in the college is maintained by the store keeper. The HODs of departments maintain their respective stock registers. The purchase committee of the college in consultation with the HODs of the various departments undertakes the responsibility of purchasing necessary requirements of the college as per the government guidelines.

The college has a building committee for maintenance and upkeep of infrastructure. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipments.

Laboratory:

The college Science and Arts laboratories are maintained by the lab assistants and bearers under the supervision of the concerned Heads of departments. Lab equipments are strictly inspected by lab assistants before the commencement of practical classes and examinations. User's registers and log books are maintained and the instruments are used within the proximity of teachers. Maintenance of funds procured from the state govt. and the UGC are utilised for the upkeep of specified items. Electrical sensitive equipments are provided with necessary backup to ensure steady functioning and to safe guard against voltage fluctuations. In case of disruption in power supply, facility of diesel generator is made to function as the substitute. The students are advised to keep the work station clean and in good order.

Library: The library advisory committee headed by the principal is constituted to look into the smooth and efficient functioning of the library. There is a librarian with supporting staff to help students and teaching faculties in searching and lending books in the library. Photostat facilities are available in the library. The library is under CCTV surveillance. Students can access the facilities for availing e-resources and other web based information through the internet facility. The library is maintained by the college librarian and library assistants. The rules of the library are strictly followed while utilizing library resources. The students can access the reference books in reference section. Recently RUSA funds were utilized to renovate the library building and purchase of new books.

Sports Complex—The college has a play ground in addition to volley ball and basket ball courts where outdoor sports activities are held. The college has an indoor facility for badminton, table tennis etc. The sports committee of the college organises different competition among the students to show their talents. All sports amenities are under the charge of Physical Education Teacher (PET). A sports room houses the sports utilities. Time is allotted to students for using gymnasium. The playground is looked after by the students' body under the super vision of the sports club.

Computers: The computer/IT lab has computers with the latest software and makes sure that the effectiveness of the internet service upgraded and updated. The institution updates software such as Windows, Linux, C, C++, Java, VB, SCILAB, MS office regularly by local experts and non-repairable systems are properly stored.

Physical facilities:

The college has sweepers, gardener, and a watchman. The college premises and the classrooms are cleaned regularly with the help of two sweepresses. Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in the classrooms. The college is having a residential committee which looks after the hostel maintenance and proper utilization of the hostel facilities. Solid waste is properly managed by provision of dustbins provided in suitable places and clearance ensured at regular intervals by Municipal Corporation. The college development fund is utilized for maintenance and repair of furniture and other electrical equipments and major repairs including construction are done by PWD/ PHED/ GPHD/ GED. RO - UV drinking water facilities have been installed inside the college campus with support from World Bank under IDP Project. The college website is maintained regularly by local provider. The college has 20 CCTV to ensure safety and discipline inside the campus.

A complaint box is kept in office in which students as well as faculty can lodge their complains which are resolved within a set timeframe. The college follows the guideline and instruction issued from time to time by the Government and other funding agencies for utilizing the grants received. Odisha General Financial Rules (OGFR), Odisha Treasury Code (OTC) and Odisha Public Works Department (OPWD) code are followed in maintaining Infrastructure facilities.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 100.1

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
567	577	599	670	709

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0.19

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	2	2	2	0

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: D. 1 of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 8.44

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	197	49	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies
- 2.Organisation wide awareness and undertakings on policies with zero tolerance
- 3.Mechanisms for submission of online/offline students' grievances
- 4.Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 2.09

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
2	12	2	1	3

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Details of student placement during the last five years (Data Template)	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 70.44

5.2.2.1 Number of outgoing student progression to higher education during last five years

Response: 112

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education (Data Template)	View Document
Any additional information	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 60

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	5	3	1	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	5	3	1	0

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	View Document
Any additional information	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 10

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	5	5

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

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

Response:

Students' representation in various activities are done as per the following established procedures:

Students' Union :

- 1.The name of the college union/council is 'Govt. Women's College Students' Union', Sambalpur.
- 2.The president of the union presides over all meeting of the union and her ruling shall be final.
- 3.The vice president can preside the meeting in absence of the president.
- 4.The primary responsibility of the general secretary is to give notice of all meetings, prepare the budget and place it before the executive committee for approval. She also prepares the Annual Report of the working of the Union to place it at the Annual Meeting of the union. Moreover, she keeps the accounts of the union, submits all bills, vouchers and statement of accounts to the Adviser of the union.
- 5.The Joint Secretary supports the secretary and performs all the duties in her absence.

6.They play active role in organizing different events for the smooth conduct of both inaugural function of the student union and annual function of the college.

Executive Committee:

The Executive Committee of the College Union consists of the following:-

- (a) All office-bearers of the College Union.
- (b) Class Representatives - One elected from each class
- (c) The Adviser and the Associate Advisers.

The Executive Committee of the Union shall discuss the budget at an annual meeting of the Committee and decide from time to time concerning the activities of the Union.

Dramatic Association :

It encourages the cultivation of dramatic art among the members by arranging theatrical performance. The nominated dramatic secretary organizes Annual drama shows.

IQAC :

In accordance with UGC guidelines the Principal nominates two students as members of IQAC. The student members of IQAC actively get involved in organising different seminars, conference in the college.

Anti-Ragging Cell:

The anti ragging cell actively monitors discipline among students and prohibits any sort of ragging by seniors upon juniors.

Alumni Association:

Active members of the alumni association participate in the administrative process of the institution.

The Athletic Society:

The Athletic Society consists of the Vice-President, the Secretary and the Physical Training Instructor that promotes games and sports among students. The athletic secretary nominated from students helps the society organize various competitions from time to time and annual sports.

Science Society:

The Science Society of the College works with the object of spreading scientific knowledge by means of

popular lectures and discussions. The nominated secretary from students organizes events.

Day Scholar Association:

The object of the Association is to take up such activities as will foster a spirit of fellowship and co-operation among all the day scholars of the College .

- (a) To organise annual gatherings.
- (b) To organise annual competitions in General knowledge, Elocution, Games and Music etc.
- (c) To maintain a lending library.
- (d) To celebrate Pujas.

Hostel:

The students staying as boarder actively participate in the hostel management . The general secretary oversees overall management. The mess secretary manages mess, prepares menu. Cleanliness is the responsibility of all the boarders and employees of the hostel.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 36.4

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	36	19	21	106

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

5.4 Alumni Engagement

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

Response:

It is a registered organization of the former students of this institution. It functions like a medium through which the former students can serve their alma mater as a mark of gratitude. It is a noble and dignified way of giving back for what one has received from the institution. The association plays the active role of a mentor by organizing various voluntary programs which eventually supports to raise the profile of the institution. It creates a huge network in order to bring together like-minded individuals. The association provides quality education to the institution by extending intellectual support.

In the ever increasingly connected world, the alumni association plays a major role in the all-round development of the college. In this context, the alumni association of our college uses the feedback system involving teaching staff, students, parents and others for the purpose of institutional development. The association applies their suggestions regarding administration, syllabus, cultural and academic development of the college on its own level. Some members of the alumni association have made some genuine financial support by contributing both in cash and kind. The association organises meeting on regular basis to foster the spirit of loyalty. Moreover practical efforts are made under the direct supervision of the alumni association to broaden the students' horizon and create new career opportunities. By doing so the foundation of a community of students becomes more strong to support the institution as a whole.

Accordingly, the alumni association has carried out various activities in the college which are enlisted below:

Our college belongs to western Odisha, comparatively an underdeveloped area of the state. A large number of students come from agricultural or lower economic background. Their parents are mostly share cropper or farm daily labourers. So our alumni association has been providing financial support to the needy students. This includes college uniform, books etc. In order to generate awareness among the students our association has undertaken campus cleaning drive, programmes on human trafficking, HIV and AIDS awareness campaigns, health awareness programmes in slum areas etc. Different intellectual talks are organized by our association on the topics like Green House Effect, Environmental protection and social issues like Legal rights of women, Domestic violence and Gender Equality etc.

For the smooth functioning of such activities it needs to have quick communication with the members. We have created one WhatsApp group and also a facebook page for that purpose. The admins share important events held in the college as well as notification on future plans on the facebook wall. The members express their suggestions and publicise the achievements of their alma mater. The alumni members share their experience of college with others. It evokes a nostalgic feeling among all. On important events old students are given chance to present a talk. If anyone is having expertise on a new area of specialization, she is given chance to share her knowledge to the students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document
Link for any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Govt Women's College, Sambalpur is a premier educational institution which came into existence on 17th July 1959. It is exclusively dedicated to fulfil the aspiration of girl students belonging to different strata of society mainly to the under privileged section of tribal, backward and minority communities of Western Odisha. The college successfully completed its 50 years of glorious journey towards the path of equity, accessibility and excellence in the year 2009. It has been striving hard over these years not only to maintain but also to sustain these efforts in every passing year. It has been accredited B(2.82 points CGPA) grade by the NAAC In its second cycle accreditation in December 2014.

VISION

The college has envisioned the following

- To transform the society through education, employment and empowerment of women
- To develop an objective, creative thinking in pursuit of scientific approach to teaching and learning
- To make the students agent of social change with emphasis on social and moral value of education.
- To create gender sensitivity to make all the stake holders work for a healthy, eco-friendly and sustainable environment.

MISSION

- To provide quality education to girl students free of cost and make education engendered
- To impart ethical values for the holistic development of the students and to make them responsible, committed and sensitive around the social issues.
- To enable the students with ICT learning, teaching techniques to make them capable of utilising their skills in the changing environment.
- To train students in creative arts, social service, leadership quality to make an effective contribution for the society in tune with the above vision and mission.

Keeping in view of the above mission and vision, the IQAC has taken the following activities during the last five years:

1. Imparting quality education to the girl students specially belonging marginalized and minority section of the society at free of cost.

2. Education for employment and empowerment. Many of our students are employed in administrative, judiciary, police, education and other departments of the government.

3. Students are encouraged to develop creative thinking inside the classroom. They are free to ask questions, discuss issues and are motivated to think objectively on particular problems.

4. Students of this institute are not only given classroom teaching but also agents of social change for the future. Girls take part in various outreach programmes under NCC, NSS, Red Cross, Ranger etc.

5. Emphasis is given on moral values through various class room teaching and with a series of extra-mural lectures.

6. There is a greater involvement of Parents Teachers' Association, Alumni Association and other stakeholders for all round development of the college campus.

7. Traditional teaching method is supplemented with e-learning resources to enable the students to compete with others in the job market.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system.

The Governing Body of the college is the apex body of making policy decisions and defining procedures under the chairmanship of Collector and the District Magistrate of Sambalpur. Principal is the secretary with local MP, MLA, and others having academic, industry and administrative experience as members.

Principal- Principal is the head of the institution who is vested with the power and authority to supervise, control and monitor all administrative and academic matters of the college

In consultation with the teacher council, he nominates members to different committees for effective planning and implementation of different academic, administrative and related policies. He plans and regulates the academic calendar of the college as per the Common minimum Standard (CMS) prescribed by the government. As the warden, he monitors the activities and financial transactions of the hostels.

Administration Bursar - Administration Bursar of the college is entrusted with the responsibility of supervising all the official activities of the ministerial staff. He oversees the relevant files, looks into the grievances of the employees.

Accounts Bursar: The Accounts Bursar is the head of the Accounts section. He is responsible for the disbursement of salary and other financial matters of the employees. He supervises the amount received by the college from Government, RUSA, UGC and World Bank assisted IDP grant.

HODs: The senior faculty member of the department acts as the HOD who co-ordinates the departmental works. He/She distributes the academic works to other members of the department and monitors Lesson Plan and Progress register on a regular basis

PTA:- The college has a well-functioning parents teachers association (PTA) which is held twice in a year. Here the principal and the members of the staff interact with the parents of the students to plan, discuss and implement the strategies for the overall development of the institution and students as well.

- **Student Involvement:** Every year the students' election is conducted as per government guidelines for various posts such as President, vice-president, Secretary, Joint secretary and representatives of all classes. The elected/nominated members represent the interests of students of the college. The college IQAC also chooses two students as members to make the decision making participatory and student sensitive.
- **Role of non- teaching staff:** The non –teaching staff of the college play a vital role for the smooth functioning of the office, laboratories and the library of the college. There are various sections in the office like Admission, Accounts, Examination, establishment etc. The Head Clerk supervises all the activities of the office
- **Participative Management** – The institution promotes the culture of participation at various level and provides operational autonomy to various functionaries to ensure a decentralized governance system.

Staff council: This is the official body comprising of all the teachers of the college. Here decisions relating to college administration, admission, examination and important instructions from the government are discussed thread bare before taking the final decision.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The institute has a perspective plan of which major initiatives belong to the following:

Curriculum Aspects- As an affiliated college of Sambalpur University, the defined curriculum structure provides little scope for further enrichment. However, some members of the teaching faculties are members of Board of Studies of the Affiliating University. They take active part in the curriculum structure, curriculum constitution, curriculum revision and change of curriculum through their valuable and judicious suggestion in the Board of studies meeting.

Feedbacks from the students are collected by the college regarding the content of curriculum and analysed by IQAC.

Teaching and learning- The long term goal of the teaching and learning process is to stay relevant with time. This is systematically planned by imparting education with modern techniques and inculcation of moral values to the students.

1- CAI (Computer Assisted Instruction) is adopted by most of the teachers in the form of power point presentations, use of LCD projectors and use of internet. A language lab is functioning for techno supported teaching learning process.

2- Inclusive Pedagogy is adopted by the faculty members to cope with the intellectual difference among the students. Subject oriented quiz competition and Group discussion and academic projects are organized to teach life skills and to develop examination taking skills of the students along with development of their cognitive skill. Seminars are organized by the departments on weekly basis to evaluate the understanding of the subject in the learning process.

Extra mural lectures are arranged every year where academicians of repute impart right kind of values and ethics to the students.

Research and Development

The faculty members take a keen interest in recent developments in their area of research on a regular basis. The fresh recruiters are quite adept in the latest technology relating to teaching and research.

A research committee is functioning in the college which periodically reviews the research skills of the teaching members. Some of them are pursuing their PhD and publishing papers in referred journals. The college library is fully automated with INFLIBNET facility which is assessed by all the faculty members and students for academic and research purpose.

- **Human Resource Management**

Common Minimum Standard (CMS) is followed as prescribed by DHE, Odisha for effective Human Resource Management. Faculty members are encouraged to participate in refresher course, orientation course, training, workshops etc. Teachers of this college regularly present papers in various national and international seminars. Some of them are invited to chair different sessions in various seminars and workshops.

Development Plans

All the HODs, Committee heads, programme coordinators generate prospective plans which are thoroughly analyzed and actions are taken thereof. The following are some of the perspective plans of the college:

- Construction of an auditorium, new academic block for computer lab and ICT enabled room.

Full computerization with internet facility to the college and hostels.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Government Women's College, Sambalpur is affiliated to Sambalpur University having the following organizational structure:

Governing Body

This is the apex body headed by the district magistrate and Collector with the following

1	Collector and District Magistrate, Sambalpur	President	
2	Principal, Govt. Women's College, Sambalpur	Vice President cum Secretary	
3	Member of Parliament, Sambalpur	Member	
4	MLA, Sambalpur	Member	
5	Dr. (Smt.) Archana Naik, Reader in Geography	Member	
6	Dr. (Smt.) Prabhabati Guru, Reader in Home Science	Member	
7	Shri Karunakara Supakar, Retd. Engineer	Member	

8	Dr. Prasanna Kumar Mahapatra, Retd. Educationist	Member	
9	Nominee of Vice Chancellor, Sambalpur University	Member	

The Governing Body meets regularly to discuss the progress in the area of academics, college development and other aspects of the college. In every succeeding meeting the minutes of the previous meeting is read to monitor the progress and actions taken to implement thereof.

Administrative set up

Administrative set up consists of administration, academics and accounts.

Administration- The principal is the head of these departments. Three senior members of the faculty look into the administrative, academics and accounts matter of the college.

Administrative Bursar- Administrative Bursar plays a key role in the college administration. He advises the head of the institution in all aspects of administration. He also helps in solving different administrative problems.

Head Clerk-He is the custodian of all service books and personal files of Teaching and Non-teaching staff. The total establishment section is in charge of him.

Academic Section –The academic section takes care the total academics development of the institution during one academic year according to the college calendars. Academic Bursar, the supervises the whole academic environment of the institution

Accounts Section –

- The Accounts Section consists of Accounts Bursar, Asst. Accounts Bursar and Accountant and Cashier who take all the responsibilities to make the accounts clean and transparent.
- Collection of maintenance of DCR and cashbook.
- The salary is drawn from IFMS (Integrated Financial Management System) .

Service Rules- The institution being a govt institution follows the service rules in all govt functions as prescribed by the Govt of Odisha's service rule.

Recruitment procedure- All the employees of this institution are recruited through the govt procedures. The teachers are recruited through Odisha Public Service Commission and other staff of this institution are selected through Staff Selection Commission of Odisha.

Promotional policies- Employees of this institution avail promotional benefit from time to time by the promotional policies as fixed by the Govt of Odisha through CCRs.

Promotional policies for teaching staff – The teaching faculty members avail promotion through CAS i.e. Career Advancement Scheme as per govt norm

Promotional benefit for Non-teaching Staff- The non-teaching staff avail their promotional benefit as per (MACPS) Modified Assured Career Progression Scheme of Odisha Revised Scale of Pay Rules, 2017.

Grievance Redressal Mechanism- The institution has also a grievance redressal committee headed by the principal and senior teachers. The committee oversees the entire grievance related to promotion, pay fixation and other financial matters of the employees and tries to redress them as per government rules.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation, Administration etc	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The institution has different effective welfare measures for both teaching and non teaching staff. The effective welfare measures are as follows.

1. GIS (Group Insurance Scheme)- The GIS for Govt Employee was introduced with effect from 1.3.1974 to provide lump sum financial benefit to the family of a govt employee who meets untimely death while in service. When a new employee joins in the college the GIS is opened in his/her name with a fixed amount as per govt. rule.

- **2-GPF-** AS per the Government Rule, General Provident Fund is available to all the employees working in the college prior to 2005. A minimum of 10% of their salary is deposited in the GPF account of the respective employees. After 2005 NPS (new pension scheme) was introduced by the state govt., Odisha. Both the teaching and non teaching staff of the institution are availing NPS. They are contributing 10% Of their salary and 10% is contributed by the state govt.
- **3 – Housing Loan for teaching and non teaching-** The employee who is interested for Housing loan can apply for SBI Housing Loan and HUDCO Government Loan which will be deducted from the monthly income of the employees on instalment basis.
- **4- Festival Advance for non teaching staff-** The festival advance is an effective welfare measure by the Government for the non- teaching staff. Members apply for puja advance through account section and repay it on instalment basis.
- **Reimbursement cost of Medicine (RCM)-** The employees who are spending money on medical expenses apply for RCM through the account section to reimburse a part of money spent on medical treatment as per the procedure laid down by the government.
- **Gratuity Scheme-** Gratuity is lump sum money which is paid by the employer to the employee for services rendered in the institution as per the financial rules amended from time to time.
- **Obsequies scheme-** The head of institution shall sanctions Rs.5000/- in case of the death of a govt. employee of the institution to his/her nearest relative while on duty for the performance of obsequies of the deceased employee.
- **Pensionary benefits-** An employee of the college gets pensionary benefits after retirement from his/her service. Recently government has implemented new pension rule to sanction final pension on the day of retirement.
- **Commutation-** A government servant on retirement is entitled to commute a lump sum payable as a fraction not exceeding 1/3rd of his pension amount subject to certain restrictions.
- **Leave Rules-** The government employees of the institution are eligible to avail themselves of various kinds of leaves such as Earned Leave up to 300 days, Half Pay Leave, Commuted leave, Special disability leave, Study Leave, Maternity Leave, Paternity Leave, Medical Leave and Extraordinary Leave etc. .

Rehabilitation Assistance Scheme (RAS) - Under rehabilitation assistance scheme some Group-C and Group –D employees of the institution of deceased govt servants have got their appointment in the institution.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 9.91**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
8	9	2	0	1

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**Response: 1.6****6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	3	1	2	1

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	View Document
Reports of Academic Staff College or similar centers	View Document
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development

Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 10.32

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

2020-21	2019-20	2018-19	2017-18	2016-17
7	11	2	1	0

File Description	Document
Upload any additional information	View Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	View Document
Details of teachers attending professional development programmes during the last five years	View Document

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

Response:

The institution has performance appraisal systems for both teaching and non-teaching staff in every academic session.

1. Teaching Staff:

Teachers are appraised at their level by the college regarding their involvement in curricular and co-curricular activities.

1. Lesson Plan and Register:

Each teacher maintains a lesson plan and a register book at the beginning of the academic session. The lesson plan and Progress are prepared taking into account the course of study as prescribed by the university for each semester. The concerned teacher maintains the date, time and the topics that are covered in the progress register. Care is taken to match the plan with progress in every month so as to evenly distribute the course work for the entire semester. Extra classes when required, are taken by the teachers to complete the course in time.

The lesson plan and the register is verified by the concerned HOD and finally gets countersigned by the Principal every month.

1. All the teachers are required to submit the Personal Appraisal Report through HRMS portal to the principal on online mode at the end of the every academic session. The detail activities of the teachers, both teaching and non-teaching are maintained in the Personal Appraisal Report(PAR) form before submitting to the principal of the college. The principal in turn gives his/her remark on the PAR of the concerned teachers and sends it to the Dept. of Higher Education for its final appraisal. The PAR passes through three stages of Appraisal by Reporting Authority, Appraisal by Reviewing Authority and Appraisal by Accepting Authority.

1. The Non-teaching Staff-

The CCR of non-teaching staff is assessed every year by the Administrative Bursar of the college. The non-teaching staff fill-up the CCR form and send it to the Administrative Bursar for his remark. It again gets countersigned by the Principal before sending to the DHE, Odisha for acceptance.

3. Student Appraisal

Student appraisal of the staff feedback forms are collected from the students on the performance of the teacher, completion of course in time, methodology adopted by the teachers, clarity of expression, knowledge on subject etc. .

The data collected thus are analysed and appropriate actions are taken by the principal to further improve the academic atmosphere depending on the students' feedback.

Besides that, student satisfaction survey report for the year 2018 – 2019 was prepared by the institution on behalf of World Bank group and Higher Education Department, Govt. of Odisha.

The findings of Students Satisfaction Survey (SSS) 2018-19:

Infrastructure- Sports facilities have the highest average rating.

On average 50% are satisfied with the general infrastructure.

Among the students who use the laboratory 56% are satisfied with the laboratory infrastructure.

Teaching Learning Process and Activities- Teachers staying up-to-date in their subject knowledge has the highest average rating.

75% of students are satisfied with the general teaching learning activities.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

External Audit- A.G. and Govt of Odisha(Higher Education) conducts external audit regularly on behalf of Govt of Odisha for all accounts of the college to keep the financial matter clean and transparent.

Office of the Account General CG and SSA ,Odisha Bhubaneswar has conducted the external audit of the college accounts as external agencies for the period 04/2012 to 06/2018.

Time taken for audit from 23.07.2018 to 03.08.2018 was 10 working days. A general examination of accounts, records, cash contingencies, RUSA and UGC pertaining to the period was covered under the audit.

Govt of Odisha , Dept of Higher Education has conducted external audit of the college accounts on 22.02 2019 . The compliance report to the outstanding paras were submitted by the college vide its letter no.678/GWC dt.06.05.2019.

UGC Fund- The amount received under the UGC head is audited by the Chartered Account and Utilisation Certificate to this effect has been submitted to the Regional Office of UGC at Kolkata. A teacher was deputed to the regional office with all the documents for verification of the received amount from UGC.

RUSA Fund- Under RUSA head, an amount of Rs. 2 crore was sanctioned to the college out of which 1.5 crore rupees is received so far. This amount was utilised in two phases. In the first phase, an amount of Rs. 50 lakhs was spent for purchase of books, journals and furniture for the library(amounting 30 lakh rupees) and to convert an existing to a new smart room (RS. 20 lakhs). the utilisation certificate to this effect is already submitted to the government. In the second phase, Rs. one crore was given to the executive engineer, sambalpur(R&B) Division for extension and improvement of the library building. The work is near completion and is fit for use for the students.

IDP Fund - The college received IDP grant under two heads: 1. civil grant and 2. Non-civil grant. Under the civil grant, the executive engineer, Sambalpur(R&B) Division was given Rs.52,65,000/- for the construction of a new academic building in the college campus. The work is almost complete and the building will be handed over soon to the college authorities. Under non-civil grant, an amount of Rs.8,476,89/- was spent under different heads and utilisation certificate to this effect was submitted.

Internal Audit—The annual stock verification of college accounts, stocks and stores is conducted in every financial year by the college administration. Internal audit is done for the following sections/departments and hostels of the college.

1. College Accounts

2. Office Stock And Store.

3. Department stock and store. a)Physics, b) Psychology, c) chemistry,d) Anthropology, e)Botany, f)Home Science, g)Zoology, h)Education,i)Geography

4. Sports and P.T 5. NCC 6. NSS 7, Tapaswini Hostel 8. Kasturba Hostel, 9. Yajnasenee Hostel 10. College Library

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The institution has its own strategies for mobilization of funds and optimal utilization of resources. Principal is the Drawing and Disbursing Officer for all financial transactions. The college receives grant mainly from the state government, RUSA, UGC and IDP source. For effective utilisation of these grants, there is a development committee and a purchase committee. The development committee studies the requirement with the heads of the department and college office. Then the details are placed before the purchase committee for approval as per the finance rules.. The government has issued a guideline in 2020 to procure materials for the degree colleges of the state. which is divided into two parts:(1) procurement of books, periodicals, magazines, journals to be made by the principal in following the established financial procedure. (2) For procurement of goods other than (1), three specific instructions need to be followed. Purchases up to Rs. 15,000/-, can be made on the basis of a certificate from the principal. Goods above 15,000/- but less than one lakh rupees can be bought under the recommendations of the local purchase committee without any tender/quotations. For procurement of goods more than one lakh, Odisha Small Industries(OSIC) Ltd. (a state government agency) shall act as the agency for procurement and supply of

goods/ materials with the service charge of 2% on the value of the products procured. Payments to OSIC will be made by electronic payment systems like NEFT or RTGS. Construction and extension work of the college library under RUSA is given to the executive engineer,(R&B), Sambalpur. Payment of Rs. 1 crore is directly credited to the beneficiary account through public finance management system(PFMS).

The college adopted the following procedure for utilising funds for IDP.

IDP(Institutional Development Plan)

Formation of IDP Committee- All the faculty members discussed about the plan under the World Bank Assisted projected. Two faculty members of this institution are designated as Co-ordinator and Assistant Co-ordinator for smooth functioning of IDP of the college.

Strategies for obtaining funds- The process of preparation of IDP proposal was initiated by the Co-ordinator where the students and teachers actively participated and gave their valuable suggestions. These suggestions were later incorporated and placed before the government for approval.

Utilisation of funds- The fund is sanctioned under two heads, viz. civil and non-civil grant. An academic building is being constructed under the civil grant. The work is given to the executive engineer(R&B), Sambalpur to complete within the time limits. The non-civil grant was utilised for purchase of furniture, equipments and articles with due procedure after getting approval from the government.

Outcomes: Students' feedback were collected and was analysed for better outcomes. This whole process made the resource utilisation efficient, transparent and student-centric in nature.

The college had received fund from UGC for the 12th Plan period which was utilised as per the norms. No further assistance is received from UGC since then.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5 Internal Quality Assurance System

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

Response:

6.5.1. Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalising the quality assurance strategy and process.

The IQAC has adopted two practices for institutionalising the **quality assurance strategy and process**.

Yoga Classes for the Students-

The yoga classes are conducted in the early morning inside the college campus. Students are educated on the healthy practice of yoga and are advised to attend the class regularly. An attendance register is maintained to keep track of their presence. The training is imparted to them by a trainer initially. After grasping the essentials of yoga technique, master trainers are chosen from the students. They in turn conduct the yoga classes under the supervision of the P.E.T.

Yoga classes prove to be beneficial for the students. The mass participation by them reveals their interest in this exercise. The response is very encouraging. This is reflected in the change of their behaviour in every adverse situation they face in the campus. It has made them more discipline and dedicated to goals that they form in their life.

Teaching by seniors to Juniors- Teaching is a two way process where the ability of a teacher should match with the receiving capacity of the teachers. , Many students of this institution come from poor family background and are taught mainly in the vernacular medium in the schools. Very often they fail to express their thoughts in english and lack the self confidence and feel shy of facing the teacher straight in the class room. It is very often not possible for a teacher to pay equal attention to all the students, despite best of efforts put in this direction. The slow learners are generally diffident and take more time to learn and develop inferiority complex overtime if they are not taken proper care of by the tutors. The teaching method adopted by the seniors helps to bridge the difference. It makes the learner more open, attentive and friendly in the process of acquiring knowledge. It also helps them in overcoming inhibitions in asking questions as they belong to comparable age.

This practice is continued with resounding success. It is found that this innovative method helps the students in both ways .The seniors when they teach the juniors feel more confident about the subject as teaching is the best method to gain knowledge. This process helps them to move forward with various curricular and co-curricular activities which are reflected in tutorial/practical examination, debates and discussions and developing leadership qualities. The juniors also get immense benefit out of this practice. Instead of running after the coaching institutes which is very often not affordable for the poor students, this practice enables them to clear their doubts without paying a single penny. The seniors also provide the juniors their class notes, study materials, reference books etc. for greater academic development of the juniors. This noble endeavour not only reshape the career of many students but also creates a bondage among them which lasts even after leaving the institution.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

The IQAC of the college reviews its teaching learning process, structures and methodologies and learning outcomes at periodic intervals as per established norms. The academic bursar monitors the academic activities of the college in consultation with the H.O.D.s of the respective departments and gives suggestion for further improvement. The H.O.D.s regularly verify the lesson plan and progress Register of the individual teachers to oversee the actual classes taken by them. In some cases, teachers are engaged in extra classes to complete the course in time. Teachers maintain cordial relation with the students in the class. The students are always encouraged to develop independent thinking instead of rote learning. Teachers collect feedback from the students which are then collected and analysed by IQAC. Feedback is also collected by IQAC from parents regarding the syllabus, mode of teaching, student performance etc.

The peer team report on 1st cycle of accreditation pointed the following aspects regarding teaching, learning and evaluation process which were successfully implemented in the succeeding years:

1. It observed very few applicants from the locality for admission to its degree courses and also very low mark for admission. The situation has changed dramatically since then. The admission today takes place through SAMS portal where applicants have to compete at the state level to get admission. Now it is very difficult to get a seat in this college below 60% marks at the CHSE examination.
2. The peer team suggested to hold tutorial class and remedial classes for academically weaker students. Tutorial classes are now a part of the time table and like normal classes, these are conducted regularly. The teachers take special interest and give time and efforts to academically weaker students. Besides that the college has introduced peer-mentoring and teaching by the seniors to their juniors to make learning more effective.
3. The peer team stressed on the need to maintain teaching plan as per the syllabus and to use audio-visual aids in teaching. This has also been taken care of as it is mandatory for the teachers to maintain plan register and progress which is verified by the concerned H.O.D. before being countersigned by the principal. The use virtual class room teaching is now common for all the departments.

The peer team report on the 2nd cycle of accreditation found shortcomings in the following areas which are addressed subsequently:

1. It advised to take immediate efforts for recruitment of permanent teaching and non teaching staff. As it is a government college, teachers are recruited as per government policy. However, the ratio of teachers to students has increased substantially due to engagement of guest faculties every year. Contractual appointment is given to the non-teaching staff for smooth running of the office.
2. It suggested to strengthen ICT enabled teaching. This has been strengthened in the following manner:

CAI (Computer Assisted Instruction)- This is adopted by all teachers in the form of PowerPoint presentation, use of LCD projector and use of internet .

Virtual Classroom- In teaching learning process, the virtual classroom plays an important role in enhancing the technology based teaching. There is a room earmarked for it .

Smart Class room- There are two smart class rooms for teaching learning purpose. The smart classrooms are meant for classes, seminars, national and international webinars.

Extra-mural Lecture Series by IQAC- IQAC have been organising extra-mural lecture series to provide update knowledge in the relevant areas to the students.

Inclusive Pedagogy- Inclusive pedagogy is an approach to teaching -learning that attempts to iron out the individual differences.

To make students aware of the course stucture.. Every year the college organises induction meeting for students of the first semester and explains the designs and implementations of the CBCS courses of studies.

Mentoring of students

- To identify and address the problems faced by slow learners .
- To encourage advanced learners.

Language Lab.- A language lab is functioning for techno supported teaching-learning process in the English department.

3. It suggested to have more staff, spce, books, journals. The librarian is running the college library with the help of the contractual staff. Requirement for more staff is placed before the government from time to time. Regarding space, the existing library was extended to an extra two storied building out of the RUSA grant. This will help accommodate more students to the library and reading room. The number of books and journal subscription has also increased with time. Teachers assess the journals from INFLIBNET.

4. The peer team report asked to introduce career oriented add-on vocational course. Since 2016-17, certificate course has been introduced in some departments. Number of courses have been increasing over the years. As of now, there are add-on /certificate course in llife skill such as yoga and self defense, communicative english, fashion design and human nutrition.

The IQAC has been putting strenous efforts to make incremental progress in every passing year towards quality sustenance in the field of higher education. However, some areas like collaborative linkages/ MOUs with prominent academic and research institutes, setting up placement cell for the students, strengthening industry-institution linkage will be the focus area for future.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: D. 1 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload details of Quality assurance initiatives of the institution	View Document
Upload any additional information	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

Safety and Security

As it is a Women's College, safety and security is given prime preference. So, the college provides 24 hours watchman facility at both the College and hostels. CC Cameras are installed at the main gate of the college in the class rooms and other places. Security guards are also there in hostels. The college has dress code and hanging I-Cards for the students. In order to boost the confidence level of the students Self Defence training is given at regular intervals on college campus. Distribution of KHUSI (Napkin) is successfully launched for sound health and hygiene of the students. Various International and National Days of importance are observed in the institution to make them aware about their health, safety and security such as International Youth Day, World Aids Day, Diabetes Day, Cancer Day, Red Cross Day and the like. Beyond these, many seminars, Extra-mural Lectures, workshops and Group Discussion are also organised to sensitize them.

Counselling

Counselling plays a vital role in bringing the young children to follow the path of righteousness and overcome the age related challenges. Experts from different background/strata are invited to counsel and orient the students. Many a Induction Training, Extra-mural Lectures etc are imparted to generate morality and humanitarian outlook for a better human being. The career counseling cell makes the students aware about the various career oriented jobs by organizing different sessions from time to time.

Common Room

The college has a Girl's Common Room with adequate sitting space having every kind of amenities for their comfortable stay during the college hour, for healthy recreation and mutual contact among the students. Students use the common room when they have leisure. They are provided with different Odia and English Newspapers, magazines, and Employment News. Hence ultimately discipline is established inside the campus. There are lavatory, Aquaguard Facility for pure drinking water, various indoor games in the common room. Apart from these the college organizes various competitions under the aegis of Common Room every year for the overall development of the students.

Day care center for young children

A day care centre is provided for the children of the staff (according to the Maternity Benefit Act 2017) as quality care for young age is essential for the successful future of children.

Any other relevant information

Curricular Activities

The CBCS curriculum includes gender equity & sensitization in various subjects are taught to the students. It enables the students to think away from gender discriminatory rules of the society. This course will sensitize students to issues related to gender and equality among all sexes. They get the idea about sex and gender so that they become capable to take an informed decision on their thought and belief. Sessions of debates, discussions, seminars and conferences organized by the college raise awareness about these issues.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Link for annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

The college has an efficient mechanism of Solid, Liquid and e-waste management system for a step towards environmental protection. For this, the collection, transport, treatment and disposal of waste together with monitoring and regulation of the waste management process are effectively executed by a team of professionals. It helps us reduce adverse effect of waste on our health and environment.

Solid Waste Management

The solid wastes are disposed in a pit and manures are used in the Botanical Garden. The organic waste from staff quarters and hostels are utilized as manure in plants. Vegetable peels and such other solid wastes of the hostels and Canteen are compacted with some mechanical equipment and covered with earth, levelled and compacted that in long run enhances the fertility of soil. Dustbins are installed in important places for proper disposal of solid waste so that the campus could be made dirt free. We encourage the students, staff members and all the employees not to use plastic materials to have a plastic free campus. The Sambalpur Municipal corporation employs vehicles for garbage disposal. The vehicles come to the campus everyday to collect solid inorganic waste from lecturers' colony and hostels. The faculty members actively participate in utilising garbage the best possible way.

Liquid waste management

The liquid waste goes through a sedimentation tank, it gets filtered. The filtered sewage is used in hostel kitchen garden. Further the botanical garden utilises it for watering the plants. Human Resources are engaged for proper management and treatment of waste water. Thus cleanliness is maintained around the campus for the healthy living of the students in general and the hostel inmates in particular.

Biomedical waste management

NA

E-waste management

E-waste generated in our college is discarded properly so as to make them fit for recycling. Improper dismantling and processing of e-waste render it perilous to human health and our ecosystem. Therefore, the need of proper e-waste management has been realized by our students as they are sensitised in this regard from time to time. Two dustbins are strategically placed to collect only e waste. At regular interval they are sent to district level e-waste procurement centre.

Waste recycling system

Developing a comprehensive campus waste preventive program is a step ahead. So e-waste, plastic waste and food waste recycling systems installed on our campus. It protects our health, preserves resources, and gives economic benefits. Recycling strategies are implemented in office, classrooms, library, dormitories, hostels. Different recyclable materials like waste paper, magazines, newspapers, glass and metal containers, leaves are put into bins. Rubbish, peels etc of the hostels are get compost and used in botanical garden, hostel and college garden.

Hazardous chemicals and radioactive waste management

Chemical waste like discarded solid, liquid, or gaseous chemicals are properly disposed off, reduced,

landfilled , segregation and sorting of the radioactive wastes, treatment, conditioning, storage, transport, and final disposal. We often organise waste minimization program that aims to reduce the amount of generated wastes.

File Description	Document
Any other relevant information	View Document
Link for Geotagged photographs of the facilities	View Document
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.5 Green campus initiatives include:

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

Response: Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	View Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document
Link for any other relevant information	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit
- 2.Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions / awards
- 5.Beyond the campus environmental promotion activities

Response: C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Divyangjan friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
- 5.Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document
Link for any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Unity in diversity is the unique feature of India .So various constitutional provisions and practices are adopted for the realization of this feature .Preservation and promotion of unity, integrity and protection of sovereignty is only realized if universal brotherhood is practised. Educational institutions play a vital role to inculcate the national spirit among the future generation .It also gives lessons to the students regarding all such constitutional values and practices that ultimately lead to the rise of patriotism, civic and political consciousness. .

Number of activities are conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion, tolerance and harmony towards cultural, religious, linguistic, communal socio economic and other diversities. Various competitions like debate, essay, patriotic songs, quiz are organized both in the college and hostels on different occasions like Independence Day, Republic Day , Constitution Day, Human Rights Day so that the students get involved in such activities and get the lesson of nationalism and the contributions of the freedom fighters in achieving independence .They also know the importance of tolerance, fraternity , duties and ,responsibilities towards the nation . Group discussions and departmental seminars are held on topics like Nationalism, national Integration ,role of students in nation building, its growth and development . These activities boost the morale of the students to such an extent that they realize their the role and importance towards the nation . As this is a government institution, diverse socio cultural, communal and religious concepts are placed in the syllabus which are very helpful for raising the students above all sorts of narrow concepts that may develop bias and prejudices among the students.

The programmes that contribute the above values are :

A seminar was organised by the PG. Dept. of Odia. Dr. Sahadeva Ratha and Dr. Shyama Bhoi delivered excellent talk on the topic “Odia Bhasa: Kali Aaji ‘O’ Kali

The annual function cum seminar of Sanskrit Dept. was organised by the Dept . The theme of the seminar was “Knowledge of ‘*The Gita*’ is Indispensable for the Students”.

Matrubhasa Divasa” was observed in the college with much elation. The winners of different literary competitions were distributed prizes in the meeting.

Extramural lecture on the topic “Methods of Happiness” was organised by the college. Dr. Gundicha Samanta Singhara, Presiding officer, Labour court, Sambalpur delivered a very interesting talk on the above topic.

A oneday National Seminar was organised on the topic “Relevance of Gandhi in the Contemporary Society. Dr. Sujit Kumar Pruseth, Associate Professor, and Dr. Dilip Kumar Panda, eminent economist and academician were the chief guest and chief speaker on the occasion.

National Voters Day is observed in the College every year.

A National Seminar on Influence of Gandhi on Indian Literature was organized by the College. Dr. Panchanan Mishra, Retired Reader in English was the chief speaker on the occasion.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document
Link for any other relevant information	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations. Days of National importance like Independence day, Republic Day, Human Rights Day, Gandhi Jayanti, National Education Day, Birthday of Sarvapalli Radhakrishnan, Red Cross Day, National Voters Day, and Constitution Day are celebrated/observed in every session. Essay, debate and quiz competitions are organized before the observation of these days and prizes are given to the students.

Seminars, extra-mural lectures are also organized to imbibe the spirit of nationalism among the students. The constitutional, norms, ideas and ideologies, obligations and responsibilities, fundamental rights and duties etc are imparted. These helps the students realize their responsibilities and duties towards the nation. They also express their legitimacy towards the political system and the constitutional obligations for its sustenance.

The CBCS syllabus followed in the college deals with various constitutional values and obligations. The young minds are taught that democracy is sustained by citizens who have the requisite knowledge, skills, and dispositions. They also get an opportunity to get a concept that in a self-governing society citizens are decision-makers. They need, therefore, to develop and continue to improve their skills of evaluating, taking, and defending positions. These skills are essential if citizens are to assess issues on the public agenda, to make judgments about issues and to discuss their assessment with others in public or private which can be the foremost responsibility of a good citizen.

A number of programmes are organised by the college in collaboration with other institutions/ organizations to inculcate such constitutional values among the future generations like the following few.

An extramural lecture on the topic “E-governance and Corruption” was organised. Dr. Dillip Kumar Panda, eminent economist delivered a very analytical talk on the above topic.

An Awareness Programme was organised by NSS on ‘International Human Rights Day’. Dr. T. S. Barik, former Reader in Political Science delivered an excellent lecture on Universal Declaration of Human Rights (UDHR) to create awareness among the students.

An Extramural lecture on the topic “Democracy and Development in India” was organised by the college. Dr. Dillip Kumar Panda, eminent economist and academic delivered a very analytical talk on the above topic.

A seminar on Human Rights was organised on the International Human Rights Day in collaboration with District Legal Service Authority, Sambalpur. Advocate Malaya Dash, Former District Judge graced the occasion as the chief speaker and delivered an informative speech

National Voters Day is observed every year.

Rastriya Ekta Divas was observed on the Birth Anniversary of Sardar Ballav Bhai Patel. Around 60 students

Participated in the Run for Unity . A painting competition on national unity was conducted among the students

Constitution Day was observed in the college throughout the year .Quiz , essay, debate competitions were conducted by NNS on this occasion. A pledge for “Rastriya Ekta Divas” was taken both by the staff and students of the college.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	View Document
Link for any other relevant information	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1.The Code of Conduct is displayed on the website**
- 2.There is a committee to monitor adherence to the Code of Conduct**
- 3.Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4.Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting number of programmes organized reports on the various programs etc in support of the claims	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Our college celebrates birth anniversaries and national festival with pomp and gaiety. To commemorate various occasions and inspire the students noted speakers are invited. Various competitions as well as group discussions are organised in our college on different national festivals like Independence day and Republic day. Our college in collaboration with the district administration organizes different inter college competitions like essay, quiz, elocution, debate etc at different national festivals and birth/death anniversary of important national and local personalities. Freedom fighter Veer Surendra Sai and poet Gangadhar Meher are local heroes who are inspiration for our students. On Dt. 23.08.2016 the 155th Birth Anniversary of Swabhab Kabi Gangadhar Meher was celebrated with pomp and ceremony. Observation of the Birth Centenary of Late Biju Pattnaik was held on 21.12.16 in the smart room of the college. The 156th Birth Anniversary of Swabhab Kabi Gangadhar Meher was celebrated in the college.. Dr. Sahadeba Ratha, retired Reader in Odia was the chief guest on the occasion. He delivered an informative speech on the life of the great poet Gangadhar Meher and also recited few stanzas of his famous poems. The 157th Birth Anniversary of Swabhab Kabi Gangadhar Meher was celebrated on Dt. 31.08.2018 with the students and members of the staff.. The 158th Birth Anniversary of Swabhab Kabi Gangadhar Meher Gangadhar Meher Jayanti was celebrated in the college on 21.08.2019. Dr. Lambodar Sahu, HOD Dept of Sanskrit, G.M. University graced the occasion as chief guest. The birthday of Sarva Palli Radhakrisnan was observed in the smart room of the college on Dt. 05.09.19. Dr. Sasanka Sekhar Nanda, former principal of this college was the chief guest on the occasion. He talked eloquently about Dr. Sarva Palli Radhakrisnan and gave valuable advice to the students citing interesting examples. The observation of 150th birth anniversary Mahatma Gandhi was done by the college on 02.10.19. Dr. Panchanan Mishra, Former HoD and Associate Professor of G.M. University was invited as the chief speaker on the occasion. Rashtriya Ekta Divas was observed by the college on the occasion of Birth Anniversary of Sardar Ballav Bhai Patel on 31.10. 19. Around 60 students of the college participated in the Run for Unity. A painting competition on 'National Unity' was organised among the students by the NSS wing of the College. A pledge for 'Rastriya Ekta Divas' was taken by the staffs and students of the college. 'National Education Day' was observed in the college on Dt. 11.11.2017. Dr. Pravabati Guru, Deputy Regional Director, Sambalpur was the chief guest on the occasion. She delivered a brilliant speech emphasizing the need for education of girls. 'National Education Day' was observed on the Birth Anniversary of Abul Kalam Azad in the college on Dt. 11.11.2018. Dr. Santosh Kumar Dash, Former DLC and Principal of Women's College, Sambalpur was the chief guest on the occasion. 'National Education Day' was observed in the college on Dt. 11.11.2017. Sri Prafulla Chandra Sethy, Dr. Jayant Kara Sharma,

Dr. U.S. Dash talked about the importance of education .

File Description	Document
Link for Geotagged photographs of some of the events	View Document
Link for Annual report of the celebrations and commemorative events for the last five years	View Document
Link for any other relevant information	View Document

7.2 Best Practices

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

Response:

The college has successfully executed two best practices which are the two distinctiveness of its, for the all round development of the students. These are---

1. Yoga Class for the students

Objectives of the Practice

Govt. Women's college Sambalpur is a premier institution in the western part of Odisha which takes a holistic view of the education of girl students in this region. The institution believes in physical and mental development of the students in all respects. As it is rightly said, "A healthy mind in a healthy body", the efforts are made to strengthen the latent force inherent in them by conducting regular Yoga classes. It not only relieves them from their mental burden but also make them physically active and sportive. It also makes the harmonious development of body, mind and the soul. It is hoped that the students would be able to cope up with the challenges of the modern world once they are properly trained to control their body and mind.

The Context

Modern world is running after consumerist culture. The course syllabus, in general, is also oriented towards marketability of knowledge. The rat race in various competitive examinations makes the aspirants suffocated. The current system of education is very much geared towards the market. This very often produces students who are technically sound but dull otherwise. They very often do not learn the social values which are essential for the development of the country. A mechanistic view on education is neither helpful for the child nor is it for the society. Moreover, the job related stress in the private/public sector also makes people withdrawn from the main currents of family, friends and others. Yoga is imparted to the students to make them feel self confident and responsive to challenges against all odds. It makes them calm, composed and steadfast in the event of terrible physical and mental turmoil. It increases the power of

concentration so essential in formation of their knowledge at an earlier stage. It helps them reliving tension from their minds and make them capable of facing the world with fortitude.

The Practice

The yoga classes are conducted in the early morning inside the college campus. Students are educated on the healthy practice of Yoga ,its importance in daily life and are advised to attend the class regularly. An attendance register is maintained to keep track of their presence. The training is imparted to them by a trainer initially. After grasping the essentials of yoga techniques, master trainers are chosen from the students. They in turn conduct the yoga classes under the supervision of the PET. The hostel borders also participate under the supervision of the superintendents. One period of 45 to one hour is allotted for the class

Evidence of Success

Yoga classes prove to be beneficial for the students. The mass participation by them reveals their interest in this exercise. The response is very encouraging. This is reflected in the change of their behavior in every situation they face in the campus. It has made them more disciplined and dedicated to the goals that they form in their lives. Many students experience an internal calmness in their mind and feel that they are now more confident in taking up the challenges for the future. Besides that, the morning exercise also makes them physically fit and active throughout the day. The parents have also expressed their satisfaction in the various PTA meeting held inside the college. This is also appreciated by the guardians who send their girls to the hostels.

Problems Encountered and Resources Required

Though a noble initiative, we are in shortage of adequate funds to expand the scale of operation. The training cost is borne mainly from the hostel funds which is meager in relation to the demand for these classes. Besides the remuneration of a trained teacher also requires resources which is very difficult to be met sometimes. So the practice is to select the master trainers to train others with little incentives. Due to the tremendous will power and dedication of all the stakeholders, the classes are running successfully despite resource constraints.

Notes (Optional)

The Institution proposes to start value education as a part of the best practice for the spiritual development of the students we have plan to hold regular lecturers, conduct seminars and symposiums on value education and to organized student activities which would stress on the importance of ethics in students life.

2. Teaching by seniors to juniors

Objectives of the Practice

Teaching is the noblest profession in the world. Teachers bring forth new ideas and plant them in the minds of the budding students. One's personality, in the end, is shaped by the type of teaching one inherits in their student career. In this sense, the college works as a conduit in the germination of ideas. One of the

most important criteria in the dissemination of knowledge is the ability of the students to receive the ideas imparted on them. Very often, teachers are not accessible to them because of a number of factors. The distance between the teacher and the students can be minimized if the seniors take the responsibility of training the juniors simultaneously. This is complimentary to the class room teaching given by the teachers.

The Context

The essence of teaching is to deliver to the last students of the class. In a class room, it is very often not possible for a teacher to pay equal attention to all the students despite best of efforts put in this direction. The slow learners are generally diffident, and overtime develop an inferiority complex if they are not taken proper care by the tutors. The teaching method adopted by the seniors helps to bridge this difference. It makes the learners more open, attentive and friendly in the process of acquiring knowledge. It also helps them in overcoming inhibitions in asking questions as they belong to the comparable age. The senior students learn the teaching methodology from the teachers and sometimes from their friends. This helps them expanding their resource base; make them feel more confident in the competitive world when they pass out from the college. The juniors also learn to speak in the class, take part in the deliberations and overcome their diffidence in due process of time ..In this way, it is helpful for both the categories.

The Practice

This practice, we believe is unique to this institution. In the current world, knowledge has become a commodity like any other material goods and services. The proliferation of private service providers, with their attractive packaging and advertisement, make the market alluring for the people who can pay hefty sums for them. The poor, deserving students do not get an opportunity to realize these benefits as they lack resources for it. Coaching by private institutions are very costly and beyond the reach of most of the students. Qualitative inputs can be obtained from experienced teachers who are obviously in short supply. This gap is filled by the senior students who are constantly groomed by the teachers to develop their teaching ability.

This practice, though novel in its approach, suffers from certain limitations. First of all, it takes time to groom the students to become teachers. Students differ in their ability, so preferential treatment is given to the aspiring yet late learners. Besides this, there is resource constraint. It is very difficult to rely only on prescribed books of CBCS syllabus. So the net facility is provided both in the college and hostels to the students. Seminars also become helpful for the students to prepare the methods of teaching and presenting ideas clearly and fearlessly before others.

Evidence of Success

The practice is continued with resounding success. It is found that this practice helps the students in both ways. The seniors, when they teach their juniors, feel more confident about the subject as teaching is the best method to gain more knowledge in the process. This helps them to come forward in various curricular and co-curricular activities which are reflected in tutorial/practical examinations, debates and discussions and developing leadership qualities. It also develops relationship and better interaction between the juniors and seniors. This helps them make aware of each other's grey areas in the subject and motivate them further to go deep into that area. The juniors also get immense benefit out of it. Instead of going to the coaching institutes which is very often not affordable for the poor, this practice enables the deserving juniors to clear their doubts without paying a single pie for it. This also develops a sense of respect to the

seniors which is passed from one class to another.

Problems Encountered and Resources Required

The tutoring by the seniors to the juniors is a notable achievement on the part of this institution. However in order to make the programme sustainable some kind of financial incentive must be given to the students. Due to lack of available resources the practice is limited in its application. Moreover collection of materials from the net, photo copy contingencies etc. required finance which needs to be provided.

Notes (Optional) NIL

File Description	Document
Link for Best practices in the Institutional web site	View Document
Link for any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

INSTITUTIONAL DISTINCTIVENESS

The ability to protect oneself physically from harm is a basic human right that should be accessible to everyone, including girls and children. Teaching girl students self defense is something we often overlook in today's society, but it is of utmost importance. The state govt directed all colleges to impart self defense to girl students as per 'Odisha State Youth Policy 2013'. It is supervised by the self defense cell of the Higher Education dept of the state. The decision was taken in view of rising cases of atrocities against girls. A directive in this context has been issued by the higher education department to all nodal colleges, govt and private degree colleges and universities of the state.

The objectives of 'Odisha State Youth Policy 2013' are:

1. To empower women.
2. To enable them to defend against any type of physical assault.
3. To build self confidence so that they can contribute meaningfully to their own development, shape their own destiny and capacity enhancement through Self-defence training.

The feasibility of the ambitious project can be assured from the fact that our state has 1200 master trainers. Every year 2.5 lac girls receive training. Around 6 crores are spent each year. Funds allocated to nodal

colleges are streamlined in cluster of colleges under it to impart self defense training. There is a four tier monitoring system enforced for smooth functioning of self defence. The first tier includes the principals of nodal and sub nodal colleges and the coordinators. The second tier monitoring team includes the district level consultant and principal of individual colleges. The third tier monitoring team includes district collector, SP, CDMO, Principal, Nodal college and senior NCC officers. The 4th level monitoring cell includes state level advisors.

Govt. Women's College has been selected as a nodal college in 2016 for imparting self defense to girl students in its vicinity. Dr. Annapurna Prusty, Asst. Professor in Education took charge as coordinator of the nodal centre. A dedicated team oversees the affairs meticulously. 30 colleges from 30 districts of the State have been selected to be nodal colleges for controlling the self-defence training in colleges under their jurisdiction. Being the nodal college, Principal of Govt Women's College selects active and supportive students from N.C.C./ N.S.S. background to become master trainers each year. The name of the students are sponsored to the training institute.

Our college has won many accolades for exemplary performance in subsequent years. Our college was adjudged as the "Best College" and the "Best Principal" for implementing self defense as a tool to overcome any of the hurdles comes on their way.

At our college and sister colleges adopting self defense, one hour training is imparted to students for two weeks excluding Sundays and Holidays. The total no of training days are 12 days. A master trainer trains two batches of students in a day.

As per the guidelines issued by govt, a sum of Rs. 300 is allocated per student. The remuneration per student is Rs.100. The diet allowance per student per day is Rs.10. There is a contingency of Rs.30 per student. Rs. 50 is spent on the book 'react' for each student.

After undergoing rigorous training from our college through self defense, many of our students have become successful master trainers. Many have earned prizes and certificates at different occasions. Gayatri Mishra is one of our students who has earned name and fame as a successful master trainer. She has been adjudged as the best trainer in the state.

At regular intervals, passed out students are invited to the college to describe their experience after undergoing self defense training at our college. They become role models for current students and inspire them to become confident through physical training.

The world can be a dangerous place for girls and women, as they often experience violence. They're often perceived as easy targets. Many parents of girls and girls themselves are interested in learning how to protect themselves against violent situations, but they are often not sure where to turn. Our self defense classes are a safe space where girl students develop mental and physical skills to defend themselves against any possible attacks.

We believe that every girl is strong and has to become aware of this internal power. In self defense, girls practice making judgments about allowing others into their personal space and experience what it's like to give and receive respect. By participating in our classes, girls develop confidence, better decision-making skills, and a stronger character. Self-respect is taught which allows girls to recognize situations in which they need to employ self-defense. Overall, there are many benefits teenager girls have from learning self defense classes. Our programs help girls to develop their personality and grow into strong women.

Through the book 'REACT' students learn the techniques for self training after the physical training classes are over. This boosts their confidence. The trained students not only defend themselves but defend their family members and friends when situation arises. Our college has significantly contributed to the social harmony by empowering girl students physically through self defense training.

File Description	Document
Link for appropriate web in the Institutional website	View Document
Link for any other relevant information	View Document

5. CONCLUSION

Additional Information :

Location

The city sambalpur, which literally means land of resources, is in the Western zone of Odisha, abounding in lush green forests, colourful wildlife, captivating waterfalls and rich mineral assets. It is well connected by Rail and Road and is 321km distance from the state capital, Bhubanewar. Its nearest airport is located at Jharsuguda which is only one hour journey from Sambalpur. The world famous Hirakud dam is 16 km north of the city across the great river Mahanadi. The city is well known for its people, culture and tradition. It is the center of internationally famous handloom textiles, popularly known as Sambalpuri textiles.

The college is situated at the heart of the Sambalpur on the slopes of the Brooks Hill in a scenic surrounding with a luxuriant growth of plants and trees all around. It is very near to Dhanupali Police thana which makes the campus safe and secured round the clock. The city main Railway Station at Khetrajpur is only 3km from the place of location. The main bus stand at Ainthapali is 5 km. from the college. The college is very near to the office of the district administration.

Awards and Achievements:

The college got certificate of merit at the state level for its significant contribution in the field of self defense training to the students in the year 2016-17.

Gayatri Mishra, achieved excellence as the best master trainer in self-defense training programme for the session 2016-17.

Padmashree khatai of the NCC wing represented at the Annual NCC Republic Day Camp and the Prime Minister's Rally held at New Delhi from 01 January to 29 January 2019.

State and national level examination. The College conducts national level examinations under UPSC like NDA, ICS, CAPF, IES, IFS ect. & various state level examinations.

Concluding Remarks :

Since its inception in 1959, this college has made great strides over these years by becoming a centre of recognition in the field of women's related studies. The institution successfully completed its 50 years of glorious journey towards the path of equity, accessibility and excellence in the year 2009. It has been striving hard over these years not only to maintain but also to sustain these efforts in every passing year.

In the present age, the challenge in higher education lies in balancing the twin aims of making the students capable of competing in the current job market and sensitizing them about the importance of our deep seated value system. Needless to say, our efforts are always directed towards achieving both these goals for them. Students are always motivated to learn the latest trends in the field of higher education and are trained in a

systematic manner to appropriate the benefits. Moreover, we always realize that a right kind of value judgment is also essential for a healthy, balanced society. Technology by itself makes people capable but without a strong ethical base reduces them to automatons. So a delicate balance between these two is our motto and keeping this in mind, we have been successfully grooming the students over these years.

NAAC

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
2.3.3	<p>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)</p> <p>2.3.3.1. Number of mentors Answer before DVV Verification : 41 Answer after DVV Verification: 21</p> <p>Remark : DVV has made the changes as per excluded retired and temporary teachers from full time teachers by HEI.</p>																				
2.4.2	<p>Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)</p> <p>2.4.2.1. Number of full time teachers with <i>Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.</i> year wise during the last five years Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>14</td><td>14</td><td>09</td><td>09</td><td>11</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>2</td><td>0</td><td>0</td><td>0</td><td>0</td></tr></table> <p>Remark : DVV has made the changes as per shared Ph.D certificate and has not shared for the year 2016-17 to 2019-20.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	14	14	09	09	11	2020-21	2019-20	2018-19	2017-18	2016-17	2	0	0	0	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
14	14	09	09	11																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
2	0	0	0	0																	
2.4.3	<p>Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)</p> <p>2.4.3.1. Total experience of full-time teachers Answer before DVV Verification : 180 Answer after DVV Verification: 162</p>																				
2.6.3	<p>Average pass percentage of Students during last five years</p> <p>2.6.3.1. Number of final year students who passed the university examination year-wise during the last five years Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>151</td><td>175</td><td>206</td><td>193</td><td>173</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	151	175	206	193	173										
2020-21	2019-20	2018-19	2017-18	2016-17																	
151	175	206	193	173																	

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
159	202	201	228	163

2.6.3.2. Number of final year students who appeared for the university examination year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
167	202	210	236	236

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
167	202	210	236	236

Remark : DVV has made the changes as per extended profile 2.3

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

3.4.3.1. Number of extension and outreach Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4	3	3	1	6

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
02	01	01	1	02

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

3.4.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
94	103	276	50	335

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
34	30	37	50	115

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

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

Answer before DVV Verification : 33

Answer after DVV Verification: 6

Remark : DVV has made the changes as per average of teacher and students using library per day on (dates)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: D. 1 of the above

Remark : DVV has made the changes as per shared report of Life skills (Yoga, physical fitness, health and hygiene) by HEI.

5.2.2 Average percentage of students progressing to higher education during the last five years

5.2.2.1. Number of outgoing student progression to higher education during last five years

Answer before DVV Verification : 122

Answer after DVV Verification: 112

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	4	6	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	5	5

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	55	27	39	176

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	36	19	21	106

Remark : DVV has not consider days activities shared by HEI.

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>19</td><td>19</td><td>19</td><td>19</td><td>19</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>191</td><td>191</td><td>190</td><td>190</td><td>190</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	19	19	19	19	19	2020-21	2019-20	2018-19	2017-18	2016-17	191	191	190	190	190
2020-21	2019-20	2018-19	2017-18	2016-17																	
19	19	19	19	19																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
191	191	190	190	190																	
1.2	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>03</td><td>03</td><td>03</td><td>03</td><td>03</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>17</td><td>17</td><td>17</td><td>17</td><td>17</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	03	03	03	03	03	2020-21	2019-20	2018-19	2017-18	2016-17	17	17	17	17	17
2020-21	2019-20	2018-19	2017-18	2016-17																	
03	03	03	03	03																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
17	17	17	17	17																	

2.3 **Number of outgoing / final year students year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
180	226	218	242	231

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
159	202	201	228	163