

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

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

## Part – A

AQAR for the year (for example 2013-14)

2014-2015

### I. Details of the Institution

1.1 Name of the Institution

MARSHAGHAI COLLEGE, MARSHAGHAI

1.2 Address Line 1

AT/PO-MARSHAGHAI

Address Line 2

DIST-KENDRAPARA,PIN-754213,  
ODISHA

City/Town

KENDRAPARA

State

ODISHA

Pin Code

754213

Institution e-mail address

marshaghaicollege@rediffmail.com

Contact Nos.

06727-272025

Name of the Head of the Institution:

PROF. RANAJIT KUMAR DAS

Tel. No. with STD Code:

06727-272025

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**OR**

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

1.5 Website address:

Web-link of the AQAR:

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

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C++	65.85	2006	5year
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

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

- i. AQAR 2011-2012 (03.04.2016) (DD/MM/YYYY)<sup>4</sup>  
ii. AQAR 2012-2013 (03.04.2016) (DD/MM/YYYY)  
iii. AQAR 2013-2014 (03.04.2016) (DD/MM/YYYY)  
iv. AQAR 2014-2015 (03.04.2016) (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

UTKAL UNIVERSITY, VANI VIHAR,  
BHUBANESWAR, ODISHA

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

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

UGC-COP Programmes

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

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

**ARTS**

- 1-Capital formation in Indian agriculture
- 2-Role of education in social change.
- 3-The "Scarlet Letter" is a tale of sin and redemption.
- 4-Marlist view on power
- 5-Odia Critical Literature

**SCIENCE**

- 1-Energy flow on ecosystem
- 2-Application of Born Neutron Capture therapy
- 3-Probability
- 4-comptom effect
- 5-Fundamentals of statistics
- 6-Fertilization

2.14 Significant Activities and contributions made by IQAC

1. The Principal has supervised the classes and interacted with students for feedback on quality teaching,
2. Doubt clearing classes were encouraged for clarity of students.
3. Notice at regular intervals were circulated in students notice boards for the students falling shortage of attendance.
4. Career counselling classes for SC, ST and other backward students were made for the final year students to help them to face job interview successfully,
5. Departmental seminars are being held regularly,
6. Student's Participation in NSS, Red Cross, Red-rebbon Club etc were increased.
7. Institutional level seminars were organised in more number.

## 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ol style="list-style-type: none"> <li>1. Students would be encouraged for more of participation in NSS wings, Red-cross unit and Red-ribbon club of the college.</li> <li>2. All emphasis shall be laid on the health, hygiene and sanitation of the college campus.</li> <li>3. Different awareness programmes would be launched to combat against ignorance and deficit knowledge of the students.</li> <li>4. Student Grievance Cell, Anti-Ragging Cell, Cell for prevention of Harassment on women and Discipline committee shall remain functional throughout to look into the grievance of the students and their redressal.</li> <li>5. Teaching personnel connected with the publication of college magazine and calendar shall see to its timely publication and distribution.</li> <li>6. Teachers would be assessed through class inspection by the Principal.</li> <li>7. In addition to Govt. Grants and UGC Funds, internal resources shall be generated, mobilized and monitored towards developmental activities of the college. Ways and means shall be explored for the purpose</li> <li>8. Courses shall be completed in time. If not, extra classes shall be taken towards completion of courses with notification.</li> </ol>	<ol style="list-style-type: none"> <li>1. More number of students are participated in NSS, Red-cross and other community services.</li> <li>2. Plantation and preservation of trees are looked upon by the students and staffs.</li> <li>3. Different Cells are operated successfully to redress student's grievances.</li> <li>4. PT meet and Alumni meet are organised.</li> <li>5. Due care has been taken for course completion.</li> </ol>

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

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	03	0	0	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	03	0	0	0
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	03

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

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

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

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

Syllabus revision is made by the Board of studies of Utkal University.

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

NO

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
38	29	04	0	05

2.2 No. of permanent faculty with Ph.D.

02

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	01	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	09	0
Presented papers	0	0	0
Resource Persons	0	01	0

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

- 1-Departmental seminars are organised regularly and students are encouraged to give power point presentation and to participate in deliberations.
- 2-Unit tests are done to evaluate student's merit periodically.
- 3-Value based education is imparted to enhance students morality.
- 4-Each incentives are given in annual function to the students those have secured positions in toper of University.

2.7 Total No. of actual teaching days during this academic year

241

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

NO

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

0

0

02

as member of Board of Study/Faculty/Curriculum Development workshop



2.10 Average percentage of attendance of students

85%
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2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
ARTS	161	14.28%	15.78%	42.1%	42.1%	82.6%
SCIENCE	93	18.33%	43.33%	31.66%	25%	64.51%
COMMERCE	51	0	0	0	68.62%	68.62%

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

The members of the IQAC Team are in constant touch with Departmental Heads. Faculty and Students to ensure the recommendations of the IQAC for implementation in Toto.
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2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	01	0	0
Technical Staff	01	0	0	0

## Criterion – III

### 3. Research, Consultancy and Extension

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

The IQAC has encouraged the regular faculty to apply for Minor Research Projects for conducting research in their respective field of specialization.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	X	X	X	X
Outlay in Rs. Lakhs	X	X	X	X

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	04	01	0
Outlay in Rs. Lakhs	0	0	2,70,000/-	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	0	0	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	0	0

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

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	1.5 year	UGC	2,70,000/-	2,70,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			2,70,000/-	2,70,000/-

RUPEES TWO LAKH SEVENTY THOUSAND

#### 3.7 No. of books published i) With ISBN No.

Chapters in Edited Books

#### ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	0
Sponsoring agencies	0	0	0	0	0

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

3.13 No. of collaborations

International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

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

0

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

0

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

JRF 0

SRF 0

Project Fellows 0

Any other 0

3.21 No. of students Participated in NSS events:

University level 0

State level 0

National level 0

International level 0

3.22 No. of students participated in NCC events:

University level 0

State level 0

National level 0

International level 0

3.23 No. of Awards won in NSS:

University level 0

State level 0

National level 0

International level 0

3.24 No. of Awards won in NCC:

University level 0

State level 0

National level 0

International level 0

3.25 No. of Extension activities organized

University forum 0

College forum 0

NCC 0

NSS 0

Any other 0

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

- Swachha Bharat Abhijan,
- World Aids Day,
- Road Safety Week,
- Disaster Management Programme
- Awareness camp on Environment Protection,
- Red Cross day,
- College Foundation Day
- Independence Day and the Republic Day

## Criterion – IV

### 4. Infrastructure and Learning Resources

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

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	11.25	0		11.25
Class rooms	11	01	DHE,GOVT OF ODISHA 12,59,036/-	12
Laboratories	04	0		0
Seminar Halls	14	0		14
No. of important equipments purchased ( $\geq 1$ -0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

Steps are being taken for computerization of central office and Library.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6779	1065082	356	64254	7135	1129336
Reference Books	16758	2849684	00	00	16758	2849684
e-Books						
Journals	6209	171960	511	20440	6720	192400
e-Journals						
Digital Database						
CD & Video	20	0	4	0	24	0
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	34	02	04	01	0	0	0	0
Added	0	0	0	0	0	0	0	0
Total	34	02	04	01	0	0	0	0

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

Up gradation of technology and computerization of library and central office with internet facility are in process. A number of administrative and finance activities of the college like PIMS, IFMS, HRMS, e-space view, SAMS, e-dispatch, AISHE (UGC), PRERANA, Medhabruti are performed online. The regular teachers and group B staff have also attended training to submit online PAR.

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

i) ICT

0

ii) Campus Infrastructure and facilities

2,01,116/-

iii) Equipments

0

iv) Others

0

**Total :**

2,01,116/-

### Criterion – V

#### 5. Student Support and Progression

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

Awareness of students in matters of career counselling, Remedial Classes, Value based Education, Smart Class Programmes, and Skill Development Programmes are made at regular intervals through notices and announcements in classrooms.

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

Students' progression is made at regular intervals through academic committee meetings. HODs apprise about courses progression and the academic bursar of the college looks in to timely completion of courses.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1133			

(b) No. of students outside the state

(c) No. of international students

Men

No	%
x	

Women

No	%
x	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
399	115	2	647	0	1163	337	107	04	685	02	1133

Demand ratio **1 : 2.52** Dropout % **2%**

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

Carrer Counselling programme are organized for the purpose.

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Career counselling Programme are conducted regularly with highlights on interview skills / job skills. Information about various job opportunities are displayed in the notice boards and announced in career counselling classes. Professionals and experts are also invited to address the students for career guidance.

No. of students benefitted

NIL

### 5.7 Details of campus placement

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

### 5.8 Details of gender sensitization programmes

- 1- Seminar are organised on gender issues in the Honours Departments.
- 2- Self-Defence Training is given to girl students as a part of Govt. Programme.
- 3- Women Harassment Cell is operational. Some senior lady faculties are entrusted to look after gender specific problems of girl students.
- 4- Discipline committees are formed to round the campus in shift

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	0	0
Financial support from government	0	0
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0



### 5.11 Student organised / initiatives

Fairs : State/ University level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>
Exhibition: State/ University level	<input type="text" value="0"/>	National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Problem of Play Ground is redressed .  
Volley ball court is prepared.

## Criterion – VI

### 6. Governance, Leadership and Management

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

- ❖ To inculcate supreme message “Satyameba Jayate” among the students.
- ❖ To provide quality education in humanities, science, commerce and vocational courses.
- ❖ To improve “all round development” (Educational, Physical, Social, Moral, Mental and Spiritual) in students.
- ❖ To inculcate the idealistic, patriotic and imperative potentialities among the students.
- ❖ To upgrade the institution of excellence and exemplary at the university level.
- ❖ To rouse and spread the essence of the volcanic slogan “unity in diversity”.
- ❖ To provide quality improvement of higher education to all students of all section of society, with a view to bringing in them, social, moral, spiritual, physical academic and professional growth to serve the society and nation with love, justice & truth.`

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

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

##### 6.3.1 Curriculum Development

It only follows the curriculum framed by the Utkal University.

##### 6.3.2 Teaching and Learning

Besides, classroom teaching and learning by chalk and talk, steps are being taken to introduce LCD Projector and white board in science departments. Remedial classes by external experts are taken. Feedbacks are taken from the students to know their views and understanding for modification in teaching process. Separate study centres are provided to girl and boy students with sufficient books and journals.

##### 6.3.3 Examination and Evaluation

Examination and evaluation are conducted annually as per the University rule.

#### 6.3.4 Research and Development

Faculties of the college are encouraged for applying more Minor Research Projects . They are allowed Study leave for field study Library visit and consultancy. They are provided departmental library laboratory and central library for research purpose. Up-to-date information regarding research funding agencies time of application etc. are intimated timely.

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

- a. Steps have been taken for the library automation.
- b. Steps have been taken to install Smart Board in selected classrooms located at different departments and seminar rooms.
- c. .Steps are being Installation of CCTVs at several locations on campus.

#### 6.3.6 Human Resource Management

Faculties are assigned extra co-curricular duties on the basis of their seniority and experience. Periodical review meetings are held to assess their progress. Faculties are encourage for Refresher Course and orientation programme.

#### 6.3.7 Faculty and Staff recruitment

Faculty and staff recruitment is normally dine by the Sate Govt. The Institution only recruits faculty on contract basis against existing vacancy.

#### 6.3.8 Industry Interaction / Collaboration

Sometimes executives of different organizations have visited the institution and interact with the students. There is no collaboration with the industries.

#### 6.3.9 Admission of Students

Admission into UG courses are done by e-admission through SAMS (student academic management system), a portal of the Govt. of Odisha.

#### 6.4 Welfare schemes for

Teaching	GIS, PF, Gratuity, Pension
Non teaching	GIS, PF, Gratuity, Pension
Students	Social Service Guide (SSG)

#### 6.5 Total corpus fund generated

0

#### 6.6 Whether annual financial audit has been done

Yes



No



6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	Local Fund Audit, Govt. of Odisha	YES	Staffs Appointed by Principal
Administrative	YES	Local Fund Audit, Govt. of Odisha	X	X

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes      Yes       No

For PG Programmes      Yes       No

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

Reforms in Examination system is done in the University level.

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

X

6.11 Activities and support from the Alumni Association

The Alumni Association organizes its annual meeting each summer and they extend full support to the institution by suggesting certain measures for academic and infrastructure development. .

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher meet are organized regularly in the institution to welcome suggestions regarding Academic improvement of the students. Parents are welcome to meet and suggest the Principal and teachers for improving the performance of their wards and other students.

6.13 Development programmes for support staff

All the administrative and accounts staff of the college are encouraged to attend different orientation programmes organized by department of Higher Education and HRMS Odisha.

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

Regular plantation programmes are made by the NSS volunteers to make the campus eco-friendly, BANAMAHOSTAVA is observed each year to create consciousness among students and staffs. Dustbins are used to keep the campus clean. All the faculties and students are participated in Swotcha Bharata Aviyen Divas.

## Criterion – VII

### 7. Innovations and Best Practices

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

1. Gate checking is introduced to check outsiders entrance to campus.
2. Felicitations are made to deserving personalities of the localities on college Foundation day every year.

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

IQAC conducts quarterly review meeting to analyse the progress and compliance of annual plan taken for academic, administrative improvement of the institution.

1. Teachers are encouraged to undertake research work & publication of Papers.
2. Class Room supervision/ Inspection are made by the principal.
3. Information is send to the parents and guardians regarding shortage of attendance in respect of their sons/daughters/wards for making them conscious in attending classes regularly.
4. Help Desk is provided for the students to listen to the day today grievances of the students.
5. More number of students are persuaded to take part in NSS, Red-cross and other community services.
6. Doctors are contacted for Health check-up programmes of the students.  
Steps are taken to supervise the functioning of women harassment cell, Anti-ragging Cell, Grievance Redressal Cell
8. Faculties in charge of PT meet and Alumni Association are geared up to conduct the same.
9. Academic Committee has reviewed the completion of course in HOD meetings.

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

- 1- Exemplary Teacher-Taught relationship.
- 2- Felicitation to deserving faculty and local personalities on Foundation Day.

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

7.4 Contribution to environmental awareness / protection

Seminars and workshops are organised to create awareness among the students to keep the campus clean and by the same time NSS volunteers are demonstrating placards to sensitise the public in this regard.

7.5 Whether environmental audit was conducted?

Yes

No

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

**STRENGTHS**

1. Adequate library facilities.
2. Well-equipped science laboratory.
3. Student's discipline.
4. Students accessibility to Teacher's community
5. Support programme for slow learners.
6. Physical education training to students.

**WEAKNESS**

1. Unable to provide adequate space for cycle stand.
2. Lack of auditorium for public meeting.
3. Lack of canteen.
4. Lack of hostel for boys.
5. Shortage of teaching faculty due to transfer and retirement.
6. Lack of accommodation for staffs.

**OPPORTUNITIES**

1. To introduce new programme to meet the growing demands of the society.
2. Funding by agencies other than UGC for research activities.
3. Introduction of self-financing courses.
4. To initiate e-learning facility in campus.
5. Free coaching for career placement.

**THREATS**

1. Delay in government's action for filling up retired and transfer vacancies.
2. Focus on Privatization of higher education in future policy making.
3. Lack of interest among students for general education.
4. Mania among students for private coaching.
5. Expansion of residential colleges.

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

1. Computer and Internet facilities would be extended to students and staffs to make all literates in computer education and have an access to e-learning and e-governance respectively.
2. Due care would be taken towards conduct of feed-back/ remedial classes in respect of the average and below-average students for total repair of their doubts.
3. Weightage would be given to encourage the strength of library books/ seminar library books, magazines and journals for enhancing academic standards among students and teachers.
4. Career-Counseling and placement cell must be fully operational and functional. Besides conduct of regular orientation programmes in collaboration with Engineering / Management / Technical Institutes / Organizations, National, Multi-National Companies, I.T. Centres and corporate Houses, the cell will provide all relevant and up-to-date information regarding latest careers and placements towards employability
5. Initiatives would be taken to open Self-Financing courses much in tune with the changes of time.
6. Beyond curriculum, the college shall provide 'Judo and Karate training' for self-defence of boys and girls during contingency through authorized and certified agencies. A 'Gymnasium' for physical exercise shall be provided for the purpose.
7. Steps shall be taken towards construction of an Auditorium, a canteen, a stage, a Guest House, cycle stands separately for boys and girls, Boundary walls and staff Quarters in the college. In case of paucity of funds, proposals shall be moved to appropriate authorities to materialize the same.
8. All UGC grants shall be exhausted and all UGC sanctioned projects shall be completed within the stipulated period. Utilization certificates shall be submitted to the UGC in time to avail more grants in future. New proposals concerning Infrastructural Development and Faculty Development shall be submitted to the UGC for approval and sanction.
9. The Community of Teachers shall follow wholeheartedly all quality parameters towards establishment of a 'Quality Bench Mark' in all spheres of activity.
10. Financial assistance shall be provided to the deserving students on Poverty-cum-merit basis from the SSG Fund.

Name    *Prof. Prasanta Kumar Dash*

Name        *Prof. Ranajit. Kumar Das*

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

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**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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