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)*

2011-2012

1. 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. S.N. SAMANTRAY

Tel. No. with STD Code:

06727-272025

Mobile: 9861589432

Name of the IQAC Co-ordinator: Prof. Ranajit Kumar Das

Mobile: 9437957347

IQAC e-mail address: marshaghaicollege@rediffmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   ORCOGN12524

OR

1.4 **NAAC Executive Committee No. & Date:**   EC/38/009,DT:02.02.2016
    (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: www.marshaghaicollege.org

Web-link of the AQAR: http://www.marshaghaicollege.org/AQAR2011-12.doc

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

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   19/02/2009

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

i. AQAR_____ **2011-2012   (03.04.2016**)_____ (DD/MM/YYYY)
ii. AQAR_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
iv. AQAR_____ _____ (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 [x]   Totally Self-financing [x]

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   [N0]

University with Potential for Excellence	NO	UGC-CPE	NO
DST Star Scheme	NO	UGC-CE	NO
UGC-Special Assistance Programme	NO	DST-FIST	NO
UGC-Innovative PG programmes	NO	any other (*Specify*)	NO
UGC-COP Programmes	NO		

2. IQAC Composition and Activities

2.1 No. of Teachers   06

2.2 No. of Administrative/Technical staff   01

2.3 No. of students   00

2.4 No. of Management representatives   00

2.5 No. of Alumni   00

2. 6 No. of any other stakeholder and

   Community representatives   01

2.7 No. of Employers/ Industrialists   00

2.8 No. of other External Experts   01

2.9 Total No. of members   10

2.10 No. of IQAC meetings held   03

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

NIL   NIL

Non-Teaching Staff Students   NIL   Alumni   0   Others   01

☐   √

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. | **46** | International | 0 | National | 0 | State | 0 | Institution Level | √

(ii) Themes

ARTS
1-Women and Empowerment
2-Industrial Policy
3- Five forms of Educational Management and Managerial Skill
4- Women Education
5-Democratic note in Wall Whitmen's song of my self
6-Charectorstick features of Shakespearean sonnets.
7-Progressive thought in Odia literature.
8-Green revolution in Odia Literature
9-Machiavellian modern thinker
10-Gandhian approach to Rural Development
11-Economic Improvement of women.
SCIENCE
1-Crystal field theory
2-Nuclear medicines
3-Special type of Nonlinear PDE
4-Photo-electric effect
5-Modern trends in taxonomy.

2.14 Significant Activities and contributions made by IQAC

The IQAC strived to boost Academics .Classroom supervision was made by the Principal .Priority was given on skill development of the students. Life-skills / Survival-skills were taught to the students by internal teacher experts. Capacity Building and Value based Education were also taught to the students. Focus was given how to make class room teaching more participatory and interesting. Besides this students were taught how to respond to community development programmes and the response was positiveThe College Foundation Day and National Days were observed as a token of respect to the founders of the college and National Heroes.

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
1. Emphasis would be given to encourage more number of teachers to undertake research work & publication of Papers. 2. Steps would be taken to ensure participatory teaching through direct involvement of students in the classroom teaching. 3. Class Room supervision/ Inspection shall be more frequent to ensure quality teaching. 4. The parents and guardians would be communicated regarding shortage of attendance in respect of their sons/daughters/wards. 5. Help Desk would be provided to the students to listen their day today grievance. 6. Study-tours to relevant sites would be organized during vacations for building up students' capacities, elasticizing their out-looks and mental horizons. 7. In our Co-educational system where girls outnumber boys, due attention will be given to make the Girls Common Room more spacious and more accommodative. 8. Special attention will be given to students belonging to schedule Castes, Schedule Tribes and Minority Communities towards their mainstreaming. 9. An action-plan shall be initiated to promote leadership quality, positive thinking and attitude among students. They shall be taught to think aright and act aright through right training. 10. Proctorial system shall be introduced for more personal contact with students in terms of mitigation of their grievances while in the college	1. Guardians are intimated about their ward's shortage of attendance through SMS. 2. Student's grievances are sort out by Grievance Redresall Cell. 3. New Girls Common Room with more space is provided. 4. Classes are inspected by the Principal regularly.

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [ ]   No [√]

Management [X]   Syndicate [X]   Any other body [X]

Provide the details of the action taken

[ ]

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	02	01	0	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	02	01	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 X   Students X
    (On all aspects)

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

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 is revised and updated by the University

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

YES (COMMERCE DEPARTMENT WAS OPENED IN +3 STAGES)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
41	31	05	0	5

2.2 No. of permanent faculty with Ph.D.

04

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	0	0	02	0	0	0	0	0	02

2.4 No. of Guest and Visiting faculty and Temporary faculty | 0 | | 0 | | 11 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		07	
Presented papers		01	
Resource Persons		NIL	

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

Departmental seminars are organised regularly and students are encouraged to give power point presentation and to participate in deliberations. Unit Tests are introduced to assess the students merit.

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

242

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

Reformation in Examination is initiated by the University

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

| 0 | 0 | 02 |

2.10 Average percentage of attendance of students

78%

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	171	16.66%	13.33%	46.66%	40%	87.7%
SCIENCE	30	3%	62.5%	37.5%	0	80%

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
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	

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	09	0	0	0
Technical Staff	0	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 always provides up-to-date information regarding Research, MRP & Ph.D. registration to the Staff members.   The IQAC has encouraged the regular faculty to apply for Minor Research Projects for conducting research in their respective field of specialization. As a result, two faculty members was awarded MRP in 2011-12 and are continuing with their research projects.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	02	02	02
Outlay in Rs. Lakhs	0	0	2,79,000/-	0

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 0   Average 0   h-index 0   Nos. in SCOPUS 0

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	0	0	0	0
Minor Projects	2 YEAR	UGC	2,79,000	1,92,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			2,79,000/-	1,92,000/-

Rupees One Lakh Ninety Two Thousand

3.7 No. of books published   i) With ISBN No. | 01 | Chapters in Edited Books | 0 |

ii) Without ISBN No. | 0 |

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 | NIL |

3.11 No. of conferences

organized by the Institution

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

3.12 No. of faculty served as experts, chairpersons or resource persons | 02 |

3.13 No. of collaborations   International | 0 | National | 0 | Any other | 0 |

3.14 No. of linkages created during this year | 0 |

3.15 Total budget for research for current year in lakhs :

From Funding agency | 0 | From Management of University/College | 0 |

Total | 0 |

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
NIL	0	0	0	0	0	0

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

01

01

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 X   State level X

National level X   International level X

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 X   State level X

National level X   International level X

3.25 No. of Extension activities organized

University forum X   College forum 1-ANTI-RAGGINGCELL
2-Women Harassment Cell

NCC X   NSS Boys Unit-02
Girls Unit-02   Any other RED-CROSS-01

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

- Blood Donation camp,
- World Aids Day,
- Road Safety Weak,
- 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	0	11.25
Class rooms	10	01	GOVT.(O)	11
Laboratories	04	0	0	04
Seminar Halls	12	0	0	12
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.		Computer LCD Projector Laboratory Equipments	UGC	Computer-12 Projector-04
Value of the equipment purchased during the year (Rs. in Lakhs)		25,19,517	UGC	25,19,517
Others				

4.2 Computerization of administration and library

> Steps are being taken for automation of the Library , Admission, Form-Fill up for different Exam, Service Book and Accounts related works are done online.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5043	756450	293	64061	5336	820511
Reference Books	11581	2547820	1149	210674	12730	2758494
e-Books						
Journals	5029	125725	312	9360	5341	135085
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	07	01	01	01	01	0	0	0
Added	12	0	03	0	0	0	0	0
Total	19	01	04	01	01	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 with broadband and 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 ,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   12,500/-

ii) Campus Infrastructure and facilities   44,776/-

iii) Equipments   8,700/-

iv) Others   18,690/-

Total :   84,666/-

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
1097			

(b) No. of students outside the state

X

(c) No. of international students

X

Men
No	%
X	

Women
No	%
X	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
396	84	-	526	-	1006	387	107	-	603	-	1097

Demand ratio   1:2.44   Dropout % 3%

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

The college organizes regularly career counselling programmes for helping the students to appear competitive examinations successfully.

No. of students beneficiaries

NIL

5.5 No. of students qualified in these examinations

NET [0]   SET/SLET [0]   GATE [0]   CAT [0]

IAS/IPS etc [0]   State PSC [0]   UPSC [0]   Others [0]

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

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

> Gender sensitization programmes are, in fact parts of curriculum. Department of Sociology is very keen in this regard. Seminars and Conferences regarding gender sensitization are organised regularly. Efforts are being made towards foregrounding of girls students. Women Harassment Cell is fully active. The college has separate common room and toilets for girls.. Seminar on Empowerment of Women in Higher Education was organised in the college.

5.9 Students Activities

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

State/ University level [X]   National level [X]   International level [X]

No. of students participated in cultural events

State/ University level [X]   National level [X]   International level [X]

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

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

Cultural: State/ University level | X | National level | X | International level | X |

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 | X | National level | X | International level | X |

Exhibition: State/ University level | X | National level | X | International level | X |

5.12   No. of social initiatives undertaken by the students | X |

5.13 Major grievances of students (if any) redressed: <u>Vacancy in faculty Positions is</u>
<u>Partially redressed by Contractual Appointment.</u>

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 academical and professional growth to serve the society and nation with love, justice & truth.`

6.2 Does the Institution has a management Information System

NO

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

6.3.1 Curriculum Development

Utkal University frames the curriculum for its affiliated colleges.

6.3.2 Teaching and Learning

Besides, class room practice of teaching and learning, seminars, group discussions & Remedial classes, practice are conducted for teaching and learning.

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

The institution has provided library and laboratory for research work. Two faculties of the college have been awarded with Minor Research Projects in the current academic year from UGC and two Minor

6.3.5 Library, ICT and physical infrastructure / instrumentation

a. Proposed for the library automation.
b. Proposed to install Smart Board in selected classrooms located at different departments and seminar rooms.
c. Proposed to install CCTVs at several locations on campus.

6.3.6 Human Resource Management

The staff members are assigned co-curricular activities on the basis of their seniority and capabilities. At the beginning of each academic year

6.3.7 Faculty and Staff recruitment

Staff recruitment by the management is banned by the Odisha Government. However, appointment for vacant faculty positions are filled in by the management on contractual basis in due procedure.

6.3.8 Industry Interaction / Collaboration

Company executives from reputed organisations are invited to interact with students. There is no collaboration with any industry.

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

NIL

6.6 Whether annual financial audit has been done   Yes √   No ☐

6.7 Whether Academic and Administrative Audit (AAA) have 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 X   No X

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 improvement measures.

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.

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

> Plantation Programme are regularly conducted by NSS volunteers to make the campus eco-friendly. The students are asked to protect the plant and keep the environment clean by using dustbins.

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. Participatory Teaching is introduced to reduce Teacher-Student communication gap.
> 2. Meetings are organised to promote leadership quality and positive thinking among students.

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. Study-tours to relevant sites are organized during vacations for building up students' capacities, elasticizing their out-looks and mental horizons.
> 6. More accommodative and more specious girls' common room provided to girls students.

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

> 1. We have over topped all other colleges in Kendrapara districts of Odisha in field of student's discipline which promotes a healthy and conducive academic environment inside the college campus.
> 2. We are ahead of other colleges in matter of student's attendance.

7.4 Contribution to environmental awareness / protection

> 1. 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. Unit Tests and periodic tests in Honours subjects would be implemented with regular doubt-clearing classes for weaker students.
2. Emphasis shall be given on encouraging Teachers to apply for MRP, Refresher courses, Ph.D registration and publication.
3. More seminars would be conducted to bring qualitative improvement in students in terms of exposure to latest information.
4. More scope would be generated for interaction of students with Guest Lecturers forms other colleges/universities.
5. Wall magazines in all Honours Departments shall exhibit at regular intervals.
6. Steps shall be taken to orient the approach of the students towards our national history, native culture and heritage through right emphasis on value-based education.
7. Attention shall be paid to enroll +3 Final year students into 'Project Genesis' for promoting language enhancement and analytical skills among students with simultaneous emphasis on life-skills (survival-skills) and smart-talk programmes leading to personality development.
8. More facilities shall be provided to Study-Centre/ Reading-Rooms meant for students and teachers on priority basis.

Name :   ***Prof. Ranajit Kumar Das***   *Name:*   ***Prof. Sachinandan Samantray***

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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