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*)

AQAR for the year (for example 2013-14)

2013-2014

I. Details of the Institution MARSHAGHAI COLLEGE, MARSHAGHAI 1.1 Name of the Institution AT/PO-MARSHAGHAI 1.2 Address Line 1 DIST-KENDRAPARA, PIN-754213, Address Line 2 **ODISHA KENDRAPARA** City/Town ODISHA State 754213 Pin Code marshaghaicollege@rediffmail.com Institution e-mail address 06727-272025 Contact Nos. PROF. R.K.DAS Name of the Head of the Institution: Tel. No. with STD Code: 06727-272025

Mobile:	9437957347
Name of the IQAC Co-ordinator:	Prof. Prasanta Kumar Dash
Mobile:	9937977747
IQAC e-mail address:	marshaghaicollege@rediffmail.com
1.3 NAAC Track ID (For ex. MHCC	OGN 18879) ORCOGN12524

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)

EC/38/009,DT:02.02.2016

1.5 Website address:

www.marshaghaicollege.org

Web-link of the AQAR:

http://www.marshaghaicollege.org/AQAR2013-14.doc

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

1.6 Accreditation Details

S1 No	Cycle Grade CGPA		Year of	Validity	
Sl. No.	Cycle	Grade	COPA	Accreditation	Period
1	1 st Cycle	C++	65.85	2006	5year
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th 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 <u>2011-2012</u>	(03.04.2016)	(DD/MM/YYYY)4
ii. AQAR 2012-2013	(03.04.2016)	(DD/MM/YYYY)
iii. AQAR 2013-2014	(03.04.2016)	(DD/MM/YYYY)
iv. AQAR		(DD/MM/YYYY)
1.9 Institutional Status		
University	State $$ Central	Deemed Private
Affiliated College	Yes 🔬 No 🗌	
Constituent College	Yes No]
Autonomous college of UGC	Yes No 🗸	
Regulatory Agency approved Inst	titution Yes	No
(eg. AICTE, BCI, MCI, PCI, NCI)	
Type of Institution Co-educati	on 🗸 Men	Women
Urban	Rural	Tribal
Financial Status Grant-in	-aid $$ UGC 2(i	f) $\sqrt{\text{UGC 12B}}$
	d + Self Financing	x Totally Self-financing x
1.10 Type of Faculty/Programme		
Arts $$ Science	Commerce $$	Law PEI (Phys Edu)
TEI (Edu) Engineerin	g Health Science	ee Management
Others (Specify)	ххх	
1.11 Name of the Affiliating Univers	sity (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		NO	
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 (<i>Specify</i>)	NO
UGC-COP Programmes 2. IQAC Composition and Activit	NO ies		
2.1 No. of Teachers	08		
2.2 No. of Administrative/Technical staff	NIL		
2.3 No. of students	NIL		
2.4 No. of Management representatives	NIL		
2.5 No. of Alumni	NIL		
2. 6 No. of any other stakeholder and community representatives	01		

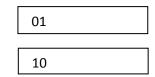
2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

0



Revised Guidelines of IQAC and submission of AQAR

2.11 No. of meetings with various stakehol	ders: No. X Faculty
Non-Teaching Staff Students	X Alumni 01 Others X
2.12 Has IQAC received any funding from	UGC during the year? Yes $$ No
If yes, mention the amount	Rs.3,00,000/-

2.13 Seminars and Conferences (only quality related)

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

Total Nos.	68InternationalxNationalxStatexInstitution Level \checkmark
(ii) Themes	
	1-Role of Public Sector in India Economy
	2-Taxonomy of Educational objective
	3-Origin of English Language
	4-Theories of democracy
	5-Birds eye view on classical odia literature.
	SCIENCE
	1-Bio-diversity
	2-Reaction mechanism
	3-Binomial Theorom
	4-Photo electric effect
	5-Census and sample survey
	6-Properties of Amino acid

2.14 Significant Activities and contributions made by IQAC

- > Encouraged the faculty members to pursue research in their respective field of study,
- Encouraged the students to do creative work,
- Prepared yearly calendar,
- > Encouraged faculty member to participate in seminar, workshop & conference,
- The Principal has supervised the classes and interacted with students for feedback on quality teaching,
- One-to-one doubt clearing and group discussion were encouraged for clarity in understanding the subject matter,
- Notice at regular intervals were circulated in students notice boards for the students falling shortage of attendance,
- > Departmental seminars are being held regularly.

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.	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.	1-	Students and Staffs are
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		involved in e-learning.
	doubts.	2-	Remedial classes ar
3.	Weightage would be given to encourage the strength of library books/ seminar library books, magazines and journals for enhancing academic		taken in massive scale.
	standards among students and teachers.	3-	Resource persons ar
4.	Career-Counseling and placement cell must be fully operational and		invited from differen
	functional. Besides conduct of regular orientation programmes in		
	collaboration with Engineering / Management / Technical Institutes /		fields to consell the
	Organizations, National, Multi-National Companies, I.T. Centres and corporate Houses, the cell shall provide all relevant and up-to-date		students for their carre
	information regarding latest careers and placements towards employability.		making.
5.	Students union will organize various competitions to develop a competitive		
5.	frame of mind among students and Award winners shall be given prizes and	4-	Different competition
	certificates in recognition of their merits.		are organized amon
6.	The College will provide ample scope in respect of Games and Sports		_
	towards promotion of physical education among students. Provision both		students by the student
	for in-door and out-door games shall be made in this regard and the college		union.
	playground shall be developed for the purpose. Accordingly, the Athletic	-	
	Council shall organize inter-college Foot Ball and Cricket matches to	5-	BANAMAHOSTAVA i
	promote Sports activities.		celebrated.
7.	Steps would be taken for induction of maximum number of students in		
	Yoga classes, both theory and practical towards integration of students'	6-	Students attendance
	minds and bodies.		increased in yoga classes
8.	Significant measures would be taken towards plantation inside the college		
	campus to ensure an eco-friendly atmosphere . Awareness programmes /		
	campaigns shall be launched against environmental pollution leading to		
	ecological imbalances and severe health hazards consequent upon the		
	pollution of our natural environment.		

* 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 I. Curricular Aspects

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				
Total	03	0	0	0
Interdisciplinary				
Innovative				

1.1 Details about Academic Programmes

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* (On all aspects)	Alumni $$ Pare	ents $$ Employers $$ Students x
Mode of feedback :	Online × Manu	al \checkmark Co-operating schools (for PEI) \times
*Please provide an analysis of the fee	dback in the Annexure	

*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	Total	A	sst. Pro	fessors	Asso	ciate Pr	ofessors	s Pro	fessors	Othe	rs
permanent faculty	38	29)	04			0		05	
2.2 No. of permanent facult	y with Ph	.D.	02	2							
2.3 No. of Faculty Positions	A	Asst.		Associa	ite	Profes	sors	Others	5	Total	
Recruited (R) and Vacant (V)		Professors		Profess	Professors						
during the year	F	2	V	R	V	R	V	R	V	R	V
	C)	0	0	0	0	0	0	0	0	0

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

	0		14
--	---	--	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	08	0
Presented papers	0	01	0
Resource Persons	0	01	0

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. Prize money is declared for students those will secure positiond in top ten in University Examinations. Regular review of academic progress in HODs meetings gear up course completion.

2.7 Total No. of actual teaching days

241

during this academic year

- 2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)
- 2.9 No. of faculty members involved in curriculum C restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop
- 2.10 Average percentage of attendance of students
- 2.11 Course/Programme wise

distribution of pass percentage :

Title of the Programme	Total no. of students	Division				
app	appeared	Distinction %	I %	II %	III %	Pass %
ARTS	179	13.69%	18.49%	47.94%	33.56%	81.56%
SCIENCE	87	10.66%	38.66%	44%	17.33%	86.2%

84%

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

The IQAC members sit quarterly to asses the progress of plans taken at the beginning of the year. Feedback of staffs and students are done regularly by the IQAC team.

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	0

0	0	02

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	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. The Staff members are intimated about funding agencies, procedures for application and facilities to be extended from the institution for pursuing research.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	04	0	0
Outlay in Rs. Lakhs	0	0	0	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 x

Average x

h-index x

Nos. in SCOPUS

Х

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

	Nature of the Project	Duration Year	Name of t funding Ag		Total grant sanctioned	Received	
	Major projects				anonou		
	Minor Projects	0	0		0	0	
	Interdisciplinary Projects				-	-	
	Industry sponsored						
	Projects sponsored by the						
	University/ College						
	Students research projects						
	(other than compulsory by the University) Any other(Specify)						
	Total	0	0		0	0	
3.8 No 3.9 Fo	o. of University Departments UGC-S DPE r colleges Autono INSPII	thout ISBN No receiving function SAP 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	o. 0 ds from CAS 0 CPE 0 CE 0		n Edited Bo DST-FIST DBT Schen DBT Star S Any Other (ne/funds 0 cheme 0	
	evenue generated through c	-	0				
3.111	No. of conferences	Level	International	Nationa		University	College
0.5	ganized by the Institution	Number	0	0	0	0	0
OI	gamzed by the institution	Sponsoring	0	0	0	0	0
		agencies					
3.12 N	lo. of faculty served as expe	rts, chairpersoi	ns or resource p	persons	01		
3.13 N	lo. of collaborations	Internatio	onal 0 Na	ational	0	Any other	0
3.14 N	lo. of linkages created during	g this year	0				
D ·	d Cuidalinas of IOAC and		1010				D 44

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
National	Granted	0
International	Applied	0
International	Granted	0
Commencialized	Applied	0
Commercialised	Granted	0

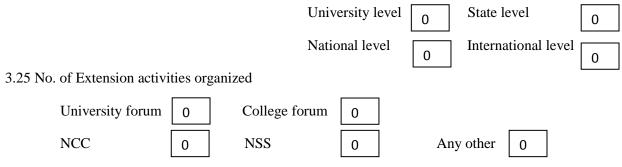
3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

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	01
3.19 No. of Ph.D. awarded by faculty from	the Institution 0
3.20 No. of Research scholars receiving th	e Fellowships (Newly enrolled + existing ones)
	O Project Fellows Any other

		0		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:



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

- 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	11	0	0	11
Laboratories	4	Physics Lab.	UGC	11,04781/-
		Computer Lab		8,95,527/-
Seminar Halls	14			14
No. of important equipments purchased $(\geq 1-0 \text{ lakh})$ during the current year.				
Value of the equipment purchased during		Colour Xerox	UGC	12,75,062/-
the year (Rs. in Lakhs)		Computer		
Others		Lavatory		1,78,721/-

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	5989	931384	790	133698	6779	1065082
Reference Books	12745	2769604	4013	80080	16758	2849684
e-Books						
Journals	5778	152565	431	19395	6209	171960
e-Journals						
Digital Database						
CD & Video	15	0	5	0	20	0
Others (specify)						

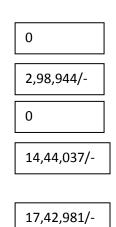
4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart- ments	Others
Existing	19	01	04	01	0	0	0	0
Added	15	01	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.)

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. Steps are now being taken for automation for Library and Central office.

- 4.6 Amount spent on maintenance in lakhs :
 - i) ICT
 - ii) Campus Infrastructure and facilities
 - iii) Equipments
 - iv) Others



Total:

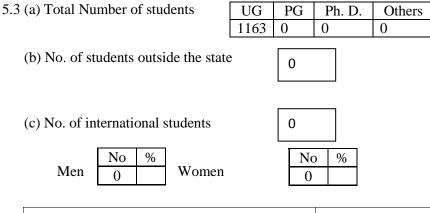
Criterion – V 5. Student Support and Progression

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. Students feedback system is introduced to asses students progression



	Last Year					This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
326	97	2	649	0	1074	399	115	2	647	0	1163

Demand ratio 1:2.59 Dropout % 2%

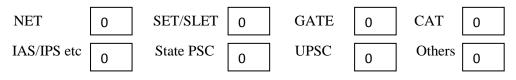
5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Only career counselling programmes for students to appear competitive examinations are organized timely.

No. of students beneficiaries



5.5 No. of students qualified in these examinations



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



5.7 Details of campus placement

	Off Campus		
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
X	Х	Х	X

5.8 Details of gender sensitization programmes

The college has separate common room and toilets for girls. They are asked to sit in the front benches in class rooms There is a women harassment Prevention cell which immediately attends for any complain relating girls. Seminar on Empowerment of Women in Higher Education was organised in the college. Self defence training programme to girls is introduced in the institution as per the STATE YOUT POLICY'2012

5.9 Students Activities

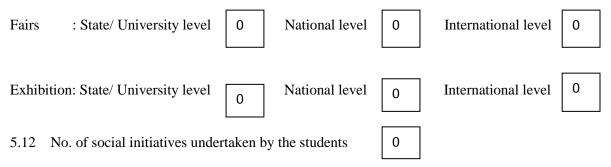
5.9.1 No. of students participated in Sports, Games and other events

	State/ University level	0	National level	0	International level	0
	No. of students participa	ated in cul	tural events			
5.9.2	State/ University level No. of medals /awards v	0 von by stu	National level	0 Games and	International level other events	0
Sports	: State/ University level	0	National level	0	International level	0
Cultural	l: State/ University level	0	National level	0	International level	0

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



5.13 Major grievances of students (if any) redressed: Toilet Problem of Ladies Common Room redressed.

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 toall 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

It only follows the curriculum framed by the Utkal University.

6.3.2 Teaching and Learning

Class room practice of teaching and learning basically followed. Departmental seminars, group discussions, remedial classes for wearer students are also conducted for teaching and learning. Students feed backs are taken for quality improvement.

6.3.3 Examination and Evaluation

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

6.3.4 Research and Development

Institution has provided Library and Laboratory facilities to the faculties for pursuing research work. Faculties are communicated regularly about update research opportunities.

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

At the beginning of each academic year, co-curricular activities for the session are assigned on the basis of skills and capabilities. The senior faculties are acted as committee head and guided the student's representatives.

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

Senior 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	0	
6.6 Whether annual financial auc	e 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	х	Х	

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

For UG Programmes

\checkmark	No	

For PG Programmes



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?

Х

Yes

Yes

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 quality development in education.

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

The college is situated in a naturally eco-friendly campus. The students are asked to protect the plant and keep the environment clean. Plantations in college campus are made in different occasions.

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. Competitions are organized among students to develop a competitive bent of mind.
 - 2. Community development programmes are organized in the college to cater social services to the needv and deserving
- 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. Students and Staffs are involved in e-learning.
- 6. Remedial classes are taken in massive scale.
- **7.** Resource persons are invited from different fields to consell the students for their carrer making.
- 8. Different competitions are organized among students by the students union.
- **9.** BANAMAHOSTAVA is celebrated.
- **10.** Students attendance is increased in yoga classes.

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

- 1- Academic Progress is reviewed regularly.
- 2- Departmental seminars are organized regularly as per college time table..

*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.

Yes

No

- 7.5 Whether environmental audit was conducted?
- 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.	Students shall be encouraged for more of participation in NSS wings, Red-cross unit and Red-ribbon club of the college and shall be groomed to respond to the pathetic cries of sufferings and misfortunes like super-cyclone and high-flood in the true spirit of empathy, charity and philanthropy.		
2.			
3.	In addition to the celebration of the Observance days, the college must celebrate the Foundation Day of the college with a view to paying tributes to the Founders of the college along with felicitations. All concerned shall be committed towards accomplishment of the goals and objectives of the college and shall work together in		
	harmony for lifting the college to greater heights.		
4.	Awareness programmes applicable to the students shall be launched to combat		
_	against ignorance and deficit knowledge of the students.		
5.	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.		
6.	Teaching personnel connected with the publication of college magazine and calendar shall see to its timely publication and distribution.		
7	Care shall b taken for conduct of Parent-Teacher Meets and Alumin Meets.		
	Constructive proposals/ suggestions for initiating best practices shall be followed.		
0	Teachers shall be assessed through class inspection by the principal.		
-			
9.	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		
10.	Courses shall be completed in time. If not, extra classes shall be taken towards		
	completion of courses with notification.		

Name Prof. Prasanta Kumar Dash

Name Prof. Ranajit Kumar Das

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

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
