Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

2017

GOVERNMENT AUTONOMOUS COLLEGE ROURKELA, ODISHA

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)
B E N G A L U R U, KARNATAKA

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)* | 2017-18

1. Details of the Institution

1.1 Name of the Institution | GOVERNMENT AUTONOMOUS COLLEGE ROURKELA

1.2 Address Line 1 | AT/PO- PANPOSH

Address Line 2 |

City/Town | ROURKELA

State | ODISHA

Pin Code | 769004

Institution e-mail address | principalgacr@gmail.com

Contact Nos. | 0661-2664586, 2664221

Name of the Head of the Institution: | DR.Debendranath Behera

Tel. No. with STD Code: | 0661-2664221

Mobile:

| 9437910202 |

Name of the IQAC Co-ordinator:

| Mr Ranjit Dasgupta |

Mobile:

| +91-9438426351 |

IQAC e-mail address:

| iqacgacr@gmail.com |

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

| ORCOGN12597 |

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/34/084 dated 02-02-2006 |

1.5 Website address:

| http://www.gacrkl.ac.in |

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	1st Cycle	B		2006	5 years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY | 21/08/ 14 |

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 2014 submitted to NAAC on 08/01/2015**
   ii. **AQAR 2015 submitted to NAAC on 08/01/2015**
  iii. **AQAR 2016 submitted to NAAC on**
  iv. **AQAR 2017 submitted to NAAC on**
   v.

1.9 Institutional Status

University   State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College   Yes [y] No ☐

Constituent College   Yes ☐ No ☐

Autonomous college of UGC Yes [Y] No ☐

Regulatory Agency approved Institution   Yes ☐ No ☐

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

Type of Institution   Co-education [y] Men ☐ Women ☐

                Urban [y] Rural ☐ Tribal ☐

Financial Status   Grant-in-aid ☐ UGC 2(f) [Y] UGC 12B [Y]

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

1.10 Type of Faculty/Programme

Arts [Y] Science [Y] Commerce [Y] Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others   (Specify)   .

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

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

Autonomy by State/Central Govt. / University   STATE

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   8

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   2

2.4 No. of Management representatives   1

2.5 No. of Alumni   4

2. 6 No. of any other stakeholder and
      community representatives   2

2.7 No. of Employers/ Industrialists   1

2.8 No. of other External Experts   2

2.9 Total No. of members   21

2.10 No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholders:　　　No.　| 1 |　　Faculty　| |

　　　Non-Teaching Staff Students | |　Alumni | |　Others | |

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

　　　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 | 4 |

　　　(ii) Themes

> - National Seminar On Recent Development In Energy Harvesting And Storage Materials
> - District Level AIDS Awareness Programme
> - Seminar on Panchayat Raj Divas
> - Seminar on Human trafficking and street children.

2.14 Significant Activities and contributions made by IQAC

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
Actions were taken as per the common academic calendar provided by the State Government	All the activities were completed as per the Common Academic Calender

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

Annexure i

2.15 Whether the AQAR was placed in statutory body   Yes [Y]   No [1]

Management [ ]   Syndicate [ ]   Any other body [√]

Provide the details of the action taken

> - Work for the development of internalization and institualization of quality enhancement policies and practice. Arranging the feedback responses from student, alumni for quality related intuitional process. Organization of work shop and seminar on quality related theme and promotion of quality study circles and institution wide dissemination   of the proceedings of such culture. To apply innovative and Best practices in teaching and learning process

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
M.Phil.		03		
PG	04	13	02	
UG	16		3	
PG Diploma				
Advanced Diploma				
Diploma				1
Certificate				
Others				
Total				

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options   [CBCS]
    (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	√
Trimester	
Annual	

1.3 Feedback from stakeholders*   Alumni [γ]   Parents [γ]   Employers [   ]   Students [γ]
   (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.

> YES, By Board of Studies, revision & update of Syllabus are designed according to the need of present economy.

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

> Post graduate departments of subjects like Physics, Chemistry, Mathematics and Zoology in Science stream , Economics, Education, History, Political Science, Psychology and Sociology in Arts Stream and Commerce in self finance mode were opened. As well as M.Phil. degree courses in Botany, Odia and English were opened.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
23	19	4		

2.2 No. of permanent faculty with Ph.D.   [06]

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
19	11	00	20	00	1	00	00	00	34

2.4 No. of Guest and Visiting faculty and Temporary faculty   [40]   [13]   [02]

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		1	1
Presented papers	1	2	2
Resource Persons		2	2

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

> The IQA cell is facilitating the creation of learner-centric environment conductive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process. The teacher self-appraisal and the feed back from the student about the teaching method of the faculty give a clear picture of his endeavour and the area of weakness. So accordingly the teacher evaluates his strength and weakness. The teacher prepare audio visual and teaching aid such as chart, models, CD and LCD projector etc. They supplement the lecture method by arranging study tours, field study and excursion.

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

| 283 |

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

| Photocopy & question bank |

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

| 51 | 42 | 30 |

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

2.10 Average percentage of attendance of students

| 75% |

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
+3 Arts Degree	173	95	60.3	35	10	89.02
+3 Science Degree	287	72.32	91.32	01	-	76.30
+3 Commerce Degree	89	89.61	42.85	46.75	10	86.52
PG	90	-	88.09	11.9	-	93.33

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

"IQA cell has motto to build students with innovation in the head, compassion in the heart & passion in the heart." Thus IQA cell aims is to build students who depict the balance of head heart & hand. The teaching learning criteria has prime role in building character of students. So efforts have been made by this institution to serve students of different background & athletics. Under section of **2F12B** our institution foster different programme such as SC, ST, and OBC such as remedial coaching, Group discussion.

By Feed back from the Students , Proctorial work, Mid Sem, Question bank and self-appraisal by the faculty and the evaluation of SWOC of staffs teaching & non-teaching.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	02
UGC – Faculty Improvement Programme	02
HRD programmes	05
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	05
Summer / Winter schools, Workshops, etc.	
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	26	49		
Technical Staff	21	61		

Criterion – III

3. Research, Consultancy and Extension

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

Three Departments of PG in English, Odia & Botany students of PG Botany , Odia are motivated by IQAC for doing Research & furnishing library with research oriented reference books .

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals		2	
Non-Peer Review Journals		9	
e-Journals			
Conference proceedings		2	

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					
Interdisciplinary Projects					
Industry sponsored					
Projects sponsored by the University/ College					
Students research projects *(other than compulsory by the University)*					
Any other(Specify)					
Total					

3.7 No. of books published   i) With ISBN No. ☐   Chapters in Edited Books ☐

                            ii) Without ISBN No. ☐   ☐

3.8 No. of University Departments receiving funds from
            UGC-SAP [UGC]   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   08

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	
	Granted	
International	Applied	NA
	Granted	
Commercialised	Applied	
	Granted	

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

3.18 No. of faculty from the Institution
     who are Ph. D. Guides   3
     and students registered under them   2

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

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

JRF [ ]   SRF [ ]   Project Fellows [ ]   Any other [ ]

3.21 No. of students Participated in NSS events:

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.22 No. of students participated in NCC events:

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.23 No. of Awards won in NSS:

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.24 No. of Awards won in NCC:

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.25 No. of Extension activities organized

University forum [   ]   College forum [06]

NCC [   ]   NSS [   ]   Any other [   ]

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

- Swachha Bharat Abhiyan, Women Self-Defence Programme

- AIDS awareness Programme, Vanmahosthav Programme

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	36 acre			36 acre
Class rooms	37		State	37
Laboratories	15			15
Seminar Halls	2			2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	07		State	07
Value of the equipment purchased during the year (Rs. in Lakhs)	04		State	04
Others	01			01

4.2 Computerization of administration and library

> The Establishment section, Account section, Autonomous exam cell are fully computerised and the automation work of college library is in progress .

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	52248				52248	
Reference Books						
e-Books						
Journals	17				17	
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	71	3	3	1	2	5	20	2
Added	40	0	0	0	0	0	0	0
Total	111	3	3	1	2	5	20	2

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

> Computer training for teacher held by the Institution for Networking and Governance

4.6 Amount spent on maintenance in lakhs :

i) ICT   35 lakhs

ii) Campus Infrastructure and facilities   7 crore

iii) Equipments   30 lakhs

iv) Others   10 lakhs

Total :   7.75 crore

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The IQAC contributed in enhancing the awareness of contributions to National Development including values like Truth, Right conduct, Peace, Love, Co-operation, Leadership, Management Skills, by organising curricular activities like Drama, Mono Acting, Sports Activities, Using modern technology, Right to Information, Women Empowerment preparation for the oriented programme.

5.2 Efforts made by the institution for tracking the progression

> The IQAC took efforts for tracking the progression by supplementing the practical, those who are weaker student giving support of remedial class or extra caring and counselling , internal evaluation process gives the clear picture of the progression. Proctorial grouping of student under the mentor or faculty track the progression of student in his/her personnel academic growth.

5.3 (a) Total Number of students

UG	PG	M.Phil.	Others
1798	448	24	

(b) No. of students outside the state   4%

(c) No. of international students

Men	No	%		Women		No	%
	933	41.1				1337	58.9

	Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total		General	SC	ST	OBC	Physically Challenged	Total
1182	183	374		03	1838		1393	366	508		3	2270

Annexure attached **– Annexure - I**

Demand ratio   100%   Dropout %   3.2%

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

Entry into services, Banking was done under remedial conditions

No. of students beneficiaries   3%

5.5 No. of students qualified in these examinations

NET   3   SET/SLET   GATE   01   CAT

IAS/IPS etc   State PSC   UPSC   Others   05

5.6 Details of student counselling and career guidance

Career Counselling Cell of the institution

No. of students benefitted   250

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
10	100	15	80

5.8 Details of gender sensitization programmes

Self defence programme for empowerment of women are carried on for sensitization of gender

5.9 Students Activities

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

        State/ University level   National level   International level

        | 72 | | 2 |

    No. of students participated in cultural events

        State/ University level | 27 | National level   International level

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

Sports : State/ University level | 5 | National level   International level

Cultural: State/ University level | 7 | National level | 3 | International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	
Financial support from government	1049	-
Financial support from other sources	-	
Number of students who received International/ National recognitions	-	

5.11   Student organised / initiatives

Fairs   : State/ University level   National level   International level

Exhibition : State/ University level   National level   International level

5.12   No. of social initiatives undertaken by the students | 25 |

5.13 Major grievances of students (if any) redressed: No of classes dropped due to shortage of staff & lack of infrastructure facilities.

> Two new hostels viz. one for girls and one for minority being demanded since ling and accommodation for P.G. department of Odia is being constructed due to shortage of classrooms.

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision : To promote quality learning and creativity among the students and teachers.

       To inculcate love for learning among the students.

       To train and motivate the students to be creative and competitive to face the challenges of the new millennium.

       To enable them to find access into their spheres of interest enjoying equal opportunity.

Mission: Our mission is to achieve academic excellence and to make this premier institution a centre for promoting social development through mutual co-operation.

6.2 Does the Institution has a management Information System

> Students Academic Management System

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

> Feedback from student regarding teaching process of faculty

6.3.1 Curriculum Development

> Curriculums are designed annually in Board of Studies according to the need of Society and employability. The College had autonomy in designing its own curriculum. These curricula is designed and developed by the Board of Studies (Board of Studies), which is conducted by the concerned department. Keeping in-view of the Modern day challenges, the existing curricula are reviewed and updated to incorporate changes those are relevant to prevailing trends. The same is conveyed to the appropriate authority. Finally these curricula are approved by the Academic Council.

6.3.2 Teaching and Learning

> Our college plans teachers earning and evaluation schedules by preparing curricular in Board of Studies with flexibility of choice based credit scheme of innovative method uses initiated by IQA Cell for better teaching learning process such as :
>
> 1. Group discussion
> 2. Direct and indirect approach
> 3. Role Play
> 4. Attitude Development Test
> 5. Audio visual, LCD Projector on seminar.
> 6. Mobile Education through Wi-Fi connection
> 7. Field studies
> 8. Project mandatory journals
> 9. Questionnaire Method
> 10. Integrated approach literary activities
> 11. Feed back from students about the teaching faculty taken and Reforms undertaken
> 12. Remedial coaching to weaker section of students

6.3.3 Examination and Evaluation

There is provision of two Internal assessment examination. Tutorial works assessment given, semester exam in conducting Board and the Chairman pass the result. Grievances of student regarding exam evaluation are taken into consideration by examination committee, controller of examinations.

6.3.4 Research and Development

Research are being promoted through UGC funding.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Computer Laboratory, Electronics Laboratory with smart class, IQA Cell furnished Instrumentation developed. Our library consists of huge area & with 52248 no textbooks and reference books with 17 journals. Upgraded with E library . CD Video from ICT development done.

6.3.6 Human Resource Management

The process of human resources including recruitment of teacher are recruited by the Government and the rest vacancies are filled up by guests faculty. Professional up gradation of staffs is done by sending them for orientation and refresher course to other universities. Self feedback from the students' par stake holders and parent and alimony are taken periodically for self SWOC.

6.3.7 Faculty and Staff recruitment

Faculty and staff are recruited by Govt. But the class employee are recruited by the Govt. of Odisha by interview board. Guest faculties are recruited by proper norms given by Govt. of Odisha.

6.3.8 Industry Interaction / Collaboration

There is provision of taking industrial members in EC. So interaction and collaboration was done for the uplift of institutional growth.

6.3.9 Admission of Students

The students are admitted through E-admission from all over the states. So diversity of students from all sections like SC,ST, OBC, Minority & Physically Challenged are given opportunity to admit to this premier college. 5% weightage for Ex-Service man, players, out of state is provided in the admission process.

6.4 Welfare schemes for

Teaching	Refresher
Non teaching	Online training
Students	SSG

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes Y   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	AG, Odisha & HED, Odia	Yes	Principal
Administrative	Yes	AG, Odisha & HED, Odia	Yes	Principal

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

For UG Programmes   Yes Y   No

For PG Programmes   Yes Y   No

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

University has made uniform syllabi among all the Autonomous Colleges affiliated to it, for equity and excellence.

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

The University has provided autonomy to the college for preparation of syllabus and conduct of examinations. And this confers to the norms laid by the University time to time.

6.11 Activities and support from the Alumni Association

There is alumni association of Govt (Auto.) College and its motto is to develop this institution to its height. Some of alumni were members of Academic Councils and Conduction Board.

Suggestion are taken as feedback from the alumni for liaising fund or view of stake holders are being taken for the academic and constructive growth of the institution.

6.12 Activities and support from the Parent – Teacher Association

> A parent teacher association has power bonding for the holistic improvement of students. So regular parent-teacher meeting are held to know the hidden grievance of students. So counselling of both parent and teacher will uplift the personality of the student.

6.13 Development programmes for support staff

> The IQA cell promotes the supporting staff to empower his skills through ICT training and other. The office management and account section is fully managed through computer database.

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

> Students of the institution plant a number of plants to make the campus Eco-friendly.
>
> There is a Botanical garden which is nourished by Botany students

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.

- "Yoga" for stress free life, is a unique practice too. It is a fitness programme which goes a long way to keep both mind and body fit. Its importance and uniqueness, in no way can be compared to any other martial art, exercise, fitness programme, like Tae-Kwondo, Kung-Fu etc. Along with body fitness with various 'Aasanas', yoga emphasizes on 'breathing' exercises, which helps in keeping both the mind and body cool and supple. Emotions remain under one's control, adding enough value to life. It trains the students to be disciplined, adding to the better functioning of the institution, helping to maintain the sanctity and decorum of the institution and administration

- Active citizenship programme motivated the student to dedicate them towards the society .Energy saving like Water ,light and fuel made the student conscious about the environmental development.

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

PLAN ACTION

1. Designing and implementing Annual Plans for institutional activities for quality development substance.
2. To keep an eye on the daily academic and administrative activities of the institution.
3. Work for the development of internalization and instiualization of quality enhancement policies and practice.
4. Arranging the feedback responses from student, alumni for quality related intuitional process.
5. Organization of work shop and seminar on quality related theme and promotion of quality study circles and institution wide dissemination of the proceedings of such culture.
6. To apply innovative and preset practices in teaching and learning process.

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

Discipline in Examination, Energy Saving, yoga and self defence programme.

'Yoga' training makes the students fitness oriented. It caters to the health and fitness of the students for better performance, better concentration, sharpening their mental abilities, instilling in them the spirit to lead a healthy, confident and disciplined stress-free life. A disciplined set of students with values to be good citizens, no doubt, are boon to the better academic and administrative functioning of the college.

. The 'Self Defence' Programme of the girl students is a regular practice of the college. The scheme, not only, teaches them self protection, but motivates the students for protection of others.

The practice of 'Self Defence' inculcates Values in the attitude of the students towards others. This scheme allows the students not only to learn self protection against physical assault but also to motivate them to protect others in danger. It instils values of self-confidence and fellow feeling in their attitude. It helps them to be caring towards others. This practice helps the students to become confident good citizens and add value to their lives.

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

7.4 Contribution to environmental awareness / protection

> Plantation work on Vanmohaustav day
>
> Swachha Bharat Abhiyan –Sanitation work in neighbourhood and in the field of the college by the student.

7.5 Whether environmental audit was conducted?   Yes ☐ Y   No ☐

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

> -The students of all departments are much disciplined and all rounder.
> - All departments have shortage of staffs and infrastructure.
> -There are several difficulties introducing latest technologies in teaching & learning process due to shortage of funds.

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

PLAN ACTION

1. Designing and implementing Annual Plans for institutional activities for quality development substance.
2. To keep an eye on the daily academic and administrative activities of the institution.
3. Work for the development of internalization and institualization of quality enhancement policies and practice.
4. Arranging the feedback responses from student, alumni for quality related intuitional process.
5. Organization of work shop and seminar on quality related theme and promotion of quality study circles and institution wide dissemination   of the proceedings of such culture.
6. To apply innovative and preset practices in teaching and learning process.

ACHIEVEMENT

1. Started self evaluation of teachers and students.
2. Self study of SWOC of each Department was sought leadership was adopted by the coordinator of IQA and team work of the members of NAAC and other office bearer resulted in preparing self study report.
3. Self appraisal of staff was maintained by IQA coordinator.
4. Arranged the feedback response from students for quality related institutional process.
5. Online feedback from alumni was taken and implemented.

6. Activated the NSS and extension activities was under taken
7. Prepared focused Annual Assurance Report Internal audit system was regulating.
8. Academic audit was done by the Principal through checking lesson plan register and daily progress register.
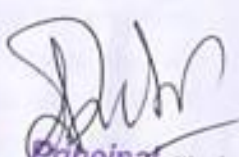
FUTURE PLAN OF IQA

1. The first and foremost plan of IQA Cell will be to impart integral education to all students which will be skill based and CBCS based learning.
2. To promote research facilities by generating funds from State holders and other agencies.
3. To foster education which will develop holistic improvement among the students personalities.
4. Innovative teaching techniques like Role Play method, Organizing behaviour pattern, Aptitude Test, designing value oriented curriculum, Best practice which will promote the duty, discipline devotion.
5. Preparing of AQAR in time.

HEALTHY PRACTICE

1. Inbuilt mechanism for academic audit and accountability.
2. Mustering alumni support.

   - Formation of a trust through alumni assessment and drawing up of vision paper Govt. (Auto.) College vision 2010 for our future development
   - Offering a wide range of academic options.
   - Introduction of professional and multi disciplinary subjects.
   - Continuous effort to update and redesign the curricular.
   - Refresher courses / Orientation course for teachers.
   - Personality test for students.

Signature of the Coordinator

Romjit Dasgupta
Name of the Coordinator

Signature of the Chairperson

GOVT. (AUTO) COLLEGE
ROURKELA
Dr. Debendranath Behera
Name of the Chairperson
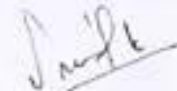
Memo No. 20945(4)/HE/ Dated: 10 /08/2017

Copy forwarded to the Chairman, Council of Higher Secondary Education, Odisha/ Accountant General, Odisha/ Controller of Accounts/Director, Local fund Audit for information and necessary action.

Officer on Special duty

Memo No. 20946 /HE/ Dated: 10 /08/2017

Copy forwarded to Commissioner-cum-Secretary, School and Mass Education Dept. / all DLCs for information and necessary action.

Officer on Special duty

GOVERNMENT OF ODISHA
Department of Higher Education

Common Minimum Standard (CMS) Guidelines, 2017-18

[The following guidelines shall be strictly followed by all Govt. / Non Govt. (Aided/Block Grant)/Autonomous Colleges of the state]

1. Common Academic Calendar : 2017-18

SI #	Subject	Time Line
i.	Reopening of College after Summer Vacation of 2016-17	17.06.2017
ii	Admission + 3, 1st Year P.G 1st Year	06.06.2017-24.07.2017 Within one month from the date of publication of Final Degree result of concern Universities /Autonomous College
iii.	Commencement of Classes +3, 2nd Year +3, 3rd Year P.G., 2nd Year +3, 1st Year P.G. 1st Year	17.06.2017 - do - - do - 24.07.2017 To be notified by respective Colleges
iv	Parent-Teachers Meet +3 1st year +3 2nd Year +3 3rd Year	08.09.2017 15.09.2017 22.09.2017
v	College Students' Union Election	Election to students' Union & other societies will be held on one day for all colleges and universities in a single date to be fixed by the Govt.
vi.	Puja Vacation	26.09.2017 to 05.10.2017
vii	Test / Semester End Examination Odd Semesters(1st,3rd &5th) Even Semesters(2nd,4th & 6th)	1st week of December-2017 By the end of April,2018
viii	X- Mass Holiday	25th December 2017
ix	Annual Sports / Cultural Week to	02.01.2018 to 15.01.2018

	conduct all competitions & functions	
x	Filling up of forms for University Exam	+3/PG- Concern University / Autonomous Colleges
xi	Publication of Result +3 1st/+3 2nd / +3 3rd Degree University Exam PG 1st Year/PG 2nd Year	Before 10th June -2018 Within 45 to 60 days from the date of last Theory Examination
xii	Total No. of Holidays	72 days, excluding Sundays
xiii	Total No. of Reserve Holidays	Maximum 2 days
xiv	Total No. of Teaching Days	Minimum 180 days
xv	Summer Vacation	9th May to 17th June 2018

(N.B : - The above time line may be modified by the Government as and when required)

2.   Admission :

(i) All admission into Degree classes shall be done strictly as per e-admission procedure and datelines announced by the Govt.
(ii) The College Profile must be updated before the admission process starts.
(iii)As per Govt. Letter No.27546 dt14.09.2009 and letter No.6383 ct.11.03.2014, tuition fees and other related fees, examination fees, certificate fees shall be exempted for the disabled students those who are blind and use Braille for studies /hearing impaired & dumb/orthopedically handicapped with disability more than 75%.
(iv)5% Reservation for Persons with Disabilities(PwD):Government in Higher education Department have been pleased to implement 5% reservations for PwD candidates in all Higher Educational Institutions in Odisha as per the Rights of Persons with Disabilities(RPwD) Act,2016 vide Letter No. 19609/HE/Dt.28/07/17.
(v) Green passage: Govt. of Odisha in Higher Education Department is implementing the Green passage scheme from the academic session 2016-17 .Under this scheme ,a child who is without biological or adoptive parents and the child is residing in Child care Institution or under foster care or care of guardian or fit person whose annual income from all sources does not exceed Rs 1.00 lakh will be exempted from all types of fees including application fees, admission/re-admission fees, tuition fees ,examination fees ,hostel admission fees ,laboratory fees,college development fees etc.(Govt. letter no. Resolution No.23836/HE/Dt.29.10.2015 &19226/HE/Dt.14.07.2016).

3.   Time Table:
Time table shall be prepared by each college as per the following guidelines:

Sl. No.	Subject	
i	Duration of one period of general class	45 Min
ii	Duration of one period of practical class	3 x 45 Min (3 periods)
iii	No. of students in a section	128
iv	No. of Students in a Practical group +3 Class	16
v	No. of General / practical classes per week in +3 / P.G classes	As prescribed by concern universities

vi. One teacher shall be allotted maximum 25 periods per week.
vii. All teachers shall be assigned classes on every working day of a week.
viii. Names of teachers should be reflected in the time table against respective classes allotted and the time table should be uploaded in e-space for information of the Govt./DHE/RDEs.
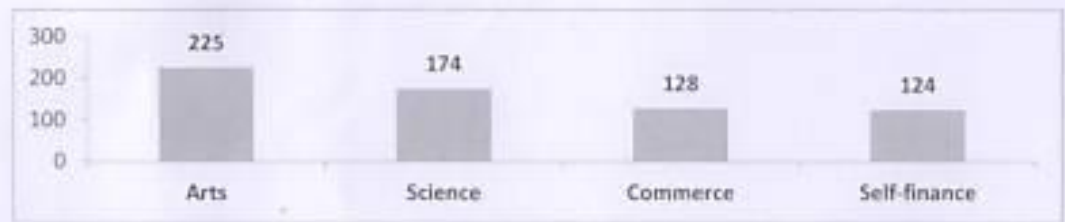
4.   Lesson Plan & Progress Register:
i.   Lesson plan as per the syllabus shall be prepared by each teacher for the papers / units allotted to him/her. It should be reflected in the "Lesson Plan-cum-Progress Register" of the department.

[2017 - 2018]

Student Admission

Stream	Nos
Arts	225
Science	174
Commerce	128
Self-finance	124
Total	651

Student Strength (Category Wise)

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1190	221	413		3	1827	1067	233	474		2	1776

- General
- SC
- ST
- OBC
- Physically Challenged

- General
- SC
- ST
- OBC
- Physically Challenged

1026   798

989   785