

**2014-15**

# **MUNICIPAL COLLEGE, ROURKELA**

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



**MUNICIPAL COLLEGE, ROURKELA**

**DIST-SUNDARGARH, ODISHA, PIN-769012**

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

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

### Part – A

AQAR for the year (for example 2013-14)

2014-15

#### I. Details of the Institution

1.1 Name of the Institution

MUNICIPAL COLLEGE,  
ROURKELA

1.2 Address Line 1

UDITNAGAR

Address Line 2

ROURKELA-12

City/Town

ROURKELA

State

ODISHA

Pin Code

769012

Institution e-mail address

[municipalcollegerkl@gmail.com](mailto:municipalcollegerkl@gmail.com)

Contact Nos.

0661-2501838

Name of the Head of the Institution:

PRASAD KUMAR PATRA

Tel. No. with STD Code:

0661-2501838

Mobile:

09937369159

Name of the IQAC Co-ordinator:

DEBA PRASAD MOHAPARA

Mobile:

09437684722

IQAC e-mail address:

municipalcollegerkliqac@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

ORCOGN13957

OR

1.4 NAAC Executive Committee No. &amp; 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/51/A & A / 01  
Dtd. 31-12-2009

1.5 Website address:

www.municipalcollegerkl.com

Web-link of the AQAR:

http://www.municipalcollegerkl.com/iqac.html

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.44	December 31,2009	December 30,2014
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

27/06/2010

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

- |                    |            |               |
|--------------------|------------|---------------|
| i. AQAR, 2013-14   | 09/02/2016 | (DD/MM/YYYY)4 |
| ii. AQAR, 2012-13  | 09/02/2016 | (DD/MM/YYYY)  |
| iii. AQAR, 2011-12 | 09/02/2016 | (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 Institution Yes  No 

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

Type of Institution Co-education  Men  Women Urban  Rural  Tribal Financial Status Grant-in-aid  UGC 2(f)  UGC 12B Grant-in-aid + Self Financing  Totally Self-financing 

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu) TEI (Edu)  Engineering  Health Science  Management 

Others (Specify)

. BBA – SELF FINANCING

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

NO

UGC-COP Programmes

NO

**2. IQAC Composition and Activities**

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

01

2.4 No. of Management representatives

02

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and  
community representatives

01

2.7 No. of Employers/ Industrialists

--

2.8 No. of other External Experts

01

2.9 Total No. of members

16

2.10 No. of IQAC meetings held

05

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes No  
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Made necessary arrangements to submit AQAR
- Preparation for NAAC accreditation 2<sup>nd</sup> Cycle
- Organised meeting with the faculty members to discuss the strategic plan
- Execution of the Plan
- Sensitizing the students on ecological and environmental issues

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
<ul style="list-style-type: none"> <li>• Construction/Renovation of Classrooms</li> <li>• Renovation of the College office</li> <li>• Levelling of college ground</li> <li>• Construction of Open air stage</li> <li>• Organisation of National Seminar</li> <li>• Construction of Upstairs of Boys Common Room</li> </ul>	<ul style="list-style-type: none"> <li>• 05 nos. Class rooms constructed</li> <li>• Renovation work in progress</li> <li>• Levelling work in progress</li> <li>• Construction completed</li> <li>• To be applied to funding agency</li> <li>• Under process</li> </ul>

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

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

Governing Body approved the plan of action after a detailed discussion and formal sanction was accorded

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	--	--	--	--
UG	06	00	01	00
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
<b>Total</b>	06	00	01	00
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	07

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

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

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

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

The Board of Studies in and academic council of the University update the syllabi from time to time.

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors (Lecturer)	Associate Professors (Reader)	Professors	Others
49	35	14	--	--

2.2 No. of permanent faculty with Ph.D.

07

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
25	10	14	--	--	--	--	--	39	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

19

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	NIL	05	03
Presented papers	NIL	NIL	NIL
Resource Persons	NIL	NIL	NIL



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

- ICT enabled tools is introduced in the college seminar
- Participation in Refresher courses, Seminars by the faculty members
- Study Tour organised by the Department.
- Remedial classes organised for the academically weaker students
- Seminars, group discussions, project works and field studies for part of the curricular at Honours level
- Emphasis on participatory learning method

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

182

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

- (i) Evaluation reforms as adopted by the University by providing photocopy of answer scripts to aggrieved students on demand
- (ii) Periodical assessment at college level and showing original answer scripts

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

02

2.10 Average percentage of attendance of students

81

2.11 Course/Programme wise distribution of pass percentage(**Final University Examinations, 2015**) :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III % (Pass without Hons)	Pass %
B. A.	105	-	-	20.4	79.6	60.9
B. Com.	191	41.4	19.3	48.8	31.8	92.1
B. Sc.	88	10.6	36.1	8.5	53.1	53.4
B.B.A.	12	-	57.1	42.8	-	58.3

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

IQAC convenes a meeting of academic council in the beginning of the academic session to improve upon the performance of the students in last University Examinations. The IQAC also provides the strategic plan based on students feedback.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	06
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

## 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	40	06	--	01
Technical Staff	25	03	--	--

**Criterion – III****3. Research, Consultancy and Extension**

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

- IQAC regularly encourage the faculty members to apply for research projects to different funding agency.
- The College Authorities provide necessary infrastructural support for the research work.
- The Honours students of different subjects are encouraged to take project works

3.2 Details regarding major projects : NIL

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

3.3 Details regarding minor projects : NIL

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

3.4 Details on research publications: NIL

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

3.5 Details on Impact factor of publications: NIL

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 <i>(other than compulsory by the University)</i>	--	--	--	--
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  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges

Autonomy	<input type="text" value="--"/>	CPE	<input type="text" value="--"/>	DBT Star Scheme	<input type="text" value="--"/>
INSPIRE	<input type="text" value="--"/>	CE	<input type="text" value="--"/>	Any Other (specify)	<input type="text" value="--"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	--	--	--	--	12
Sponsoring agencies	--	--	--	--	College fund

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	--
	Granted	--
International	Applied	--
	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
--	--	--	--	01	--	--

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

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

NCC  NSS  Any other

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

- Awareness camp for protection of environment
- Tree plantation in neighbourhood areas
- AIDS Day Awareness Rally/ Road safety awareness programmes through holding rallies
- Blood grouping and Blood Donation
- RTI Awareness camp
- Cleaning neighbourhood areas

**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	20235 Sq.Mtr.	--	--	20235 Sq. Mtr.
Class rooms	14	05	College Fund	19
Laboratories	09	01	UGC	10
Seminar Halls	01	--	--	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	01	--	UGC	01
Value of the equipment purchased during the year (Rs. in Lakhs)	18.76		UGC	

## 4.2 Computerization of administration and library

Steps have been taken to install computers in the areas like :

- Examination Section equipped with computer, printer, photocopier, scanner
- College Library provided with computer and photocopier
- SAMS Lab with internet facility

## 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15014	--	223	Rs.59541	15237	--
Reference Books	5348	--	202	Rs.130106	5550	--
e-Books	--	--	--	--	--	--
Journals	259	--	10	Rs.5375	269	--
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	---	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

## 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	44	01	03	03	01	03	13	--
Added	07	--	--	--	--	--	--	--
Total	51	01	03	03	01	03	13	--

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

The College has provided Internet facilities at SAMS lab.

## 4.6 Amount spent on maintenance in lakhs :

i) ICT	0.02
ii) Campus infrastructure and facilities	--
iii) Equipments	0.06
iv) Others	--
<b>Total :</b>	<b>0.08</b>

**Criterion – V****5. Student Support and Progression**

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

- IQAC arrange special meeting with the Officers in charge of Grievance Redressal Cell, Remedial Coaching, Career Council Cell, Women Protection Cell against harassment, Library staff, Anti -ragging cell and impress upon them to improve awareness among the students.
- IQAC also put information regarding various support systems on notice board from time to time.
- College Magazine are distributed among the students.
- Students are guided to get information regarding admission, examinations, scholarships, results etc through college notice board and internet.
- Seminars, GDs, extra mural lectures undertaken for academic monitoring

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

Tracking of students progression is done at the department level. All the departments arrange periodical evaluation of the students besides the College Test Examinations before promoting a student for University Examinations. IQAC periodically analyse the academic progress with the departments concerned.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1393	--	--	--

(b) No. of students outside the state

86

(c) No. of international students

NIL

Men	No	%	Women	No	%
	561	40.27		832	59.72

Last Year (2013-14)						This Year (2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
857	79	340	--	--	1276	979	89	325	--	--	1393

Demand ratio 1:7.3      Dropout % 8 %

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

- UGC sponsored coaching classes for entry into services.
- Career Counselling

No. of students beneficiaries

45

5.5 No. of students qualified in these examinations :

Data not available

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

Career counselling cell regularly conducts campus recruitment drive and guides the students for various competitive examinations. Also the students are guided to pursue higher studies like post-graduation, Company Secretary, Cost Accountancy, Chartered Accountancy, MBA etc.

No. of students benefitted

105



## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	10

## 5.8 Details of gender sensitization programmes

The College has a grievance redressal cell for women students and employees. The members of the cell regularly arrange awareness programme among women students and employees against any untoward incidents. The college also organise self-defence training for women students.

## 5.9 Students Activities :

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

State/ University level  National level  International level

## No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	--	--
Financial support from government	322	Data not available as Disbursed directly by the Govt. to the beneficiaries through online.
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

5.13 Major grievances of students (if any) redressed:

Grievance	Action taken
Stage/Auditorium	Construction of stage is completed.
Common Room	Under renovation
Fitness Centre/Gymnasium	Redressed
Indoor Games	Provided
Canteen	Redressed

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

#### Vision

The vision that the college cherishes and holds as sacred is:

- To create and sustain an atmosphere of academic excellence.
- To ensure disciplined and coordinated growth.
- To serve the society as a responsible and conscious social organ.

#### Mission

The institution is committed to the cause of empowerment of youth through access to higher education, enabling them to develop as intellectually alive, socially responsible citizens ever ready for continuous personal and professional growth and to inculcate in them social, moral and spiritual values.

6.2 Does the Institution has a management Information System

Yes, the College has an effective RTI Cell. The students are informed about the academic, co-curricular, extra-curricular activities through notice board and SMS system

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

6.3.1 Curriculum Development

Board of studies of the University are the statutory bodies responsible for curriculum development. Some teachers are involved in curriculum development of the University as members of Board of Studies

### 6.3.2 Teaching and Learning

The faculty members are encouraged to use LCD projectors /USB for improvement of teaching and learning process and in seminars.

### 6.3.3 Examination and Evaluation

The college follows guidelines issued by the Government of Odisha and Sambalpur University for the improvement of examination and evaluation system.

### 6.3.4 Research and Development

The faculty members are encouraged by IQAC to apply for different schemes on minor and major research projects.

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

- Science Departments are provided with interactive white boards/LCD projectors.
- Five numbers of new classrooms have been constructed.
- Steps have been taken to develop the Play ground.
- Staff Room/Girls Common Room/General Office room and two other halls have been renovated.
- Steps are being taken to make the Library automated.
- Proposal to establish a smart class room.

### 6.3.6 Human Resource Management

Faculty members having computer proficiency are assigned with vital academic and administrative responsibilities.

### 6.3.7 Faculty and Staff recruitment

Guests faculties are engaged by the Management of the college in the departments having inadequate staff

### 6.3.8 Industry Interaction / Collaboration

The science and commerce students have visited the nearby industries and business houses on study tours for interaction.

## 6.3.9 Admission of Students

Admission into all undergraduate programmes are carried out under e-admission through Students Admission Management System (SAMS) under department of Higher Education, Government of Odisha.

Admission into BBA, a self financing programme is carried out through academic career and personal interview.

## 6.4 Welfare schemes for

Teaching	Provident Fund/Gratuity/Pension Scheme/Loan Facility
Non-Teaching	Provident Fund/Gratuity/Pension Scheme/Loan Facility/Fee exemption for wards/Festival Advance
Students	Group Insurance/Students Aid Fund/Scholarships/PMS form the Government/Tatkal Medical Help

## 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) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	DHE, Odisha	Yes	Principal
Administrative	Yes	DHE, Odisha	Yes	Principal

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

For UG Programmes    Yes     No

For PG Programmes    Yes     No

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

<p>University make necessary amendments in the examination system time to time . It has provision to provide photocopy of answer scripts to the aggrieved students on demand.</p>
---

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

University encourage the affiliated colleges to apply for autonomy status to UGC and Government.

## 6.11 Activities and support from the Alumni Association

The Alumni are invited to the college to discuss the developmental issues. The Alumni Association meet the Principal and give their suggestion and support for such issues.

## 6.12 Activities and support from the Parent – Teacher Association

Parent – Teacher Association meeting is convened to apprise them about the progress of their wards

## 6.13 Development programmes for support staff

The support staffs are encouraged to use the computer and internet available in the college to help and carry out the official work.

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

- A beautiful garden has been developed in front of the college building.
- Tree plantation has been planned in front of the college in low lying areas
- Awareness about SWACHHA BHARAT ABHIJAN has been imparted on all stake holders

## 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.

- Creation of a functional IQAC for implementation of strategic plans.
- Creation of a functional career counselling cell.
- Self defence training for girls students.

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

Plan	Action taken
Proposal to develop infrastructure from various sources	<ul style="list-style-type: none"> <li>• Five nos. of class rooms have been constructed from college fund.</li> <li>• Open air stage has been constructed from college fund.</li> <li>• One Chemistry laboratory has been constructed from UGC fund.</li> <li>• Class rooms have been constructed at the second floor from UGC fund.</li> <li>• General Office room renovated from UGC fund.</li> <li>• Hall No.34. Hall No.16 renovation work completed by R &amp; B, Division, Rourkela</li> <li>• Common Room for women students and staff room have been renovated.</li> <li>• Levelling work of college ground under process.</li> </ul>
Proposal to construct the complete boundary wall	Under process

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

1. Teaching–Learning : A Pleasing Interactive Process
2. Women Empowerment and creation of Better citizens.

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

7.4 Contribution to environmental awareness / protection

- Tree plantation
- No to polythene and plastic
- No to Tobacco

7.5 Whether environmental audit was conducted? Yes  No

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

Strength	: Well communication and excellent faculty members
Weakness	: Inadequate infrastructure
Opportunity	: Ideal centre for UG students
Threat	: Nearby autonomous colleges

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

- Implementation of Semester system
- Introduction of CBCS
- Introduction of vocational courses
- To develop Wi-Fi campus
- Construction of an auditorium
- Introduction of Basic Computer Education to all the students
- Organising National Seminar in Social Sciences/Basic Sciences
- Applying for Autonomy Status

Name *DEBAPRASAD MOHAPATRA*

Name *PRASAD KUMAR PATRA*

*Deba Prasad Mohapatra*

*Prasad Kumar Patra*

*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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## BEST PRACTICE – I

1. **Title of the Practice – *Teaching–Learning : A Pleasing Interactive Process***
2. **Goal:** To introduce ICT enabled teaching-learning process along with traditional methods so that teaching becomes a happy experience and learning becomes a reflective exercise to pursue imaginative activities and questions. Inculcating creativity and initiative is possible if students are treated as participants in learning, not receivers of a fixed body of knowledge.
3. **The Context :** Changes in curriculum are made at regular intervals by the affiliating university and made job oriented. The UG students are given ample flexibility in taking elective and honours subjects. Teaching Module, Study Notes and Lesson Plans are prepared for the college and university examination in order to fulfil continuous evaluation process. Some of the topics of curriculum requires ICT tools for lucid and simple explanation.
4. **The practice:**
  - Students are encouraged for Power Point presentation of seminar topics, to take part in debates, field studies and project work. Facilities of Internet browsing are also provided to the teachers and students. Most of the faculty members of Science Departments use LCD projectors and other ICT tools to teach the students. The college gives feedback to the university from time to time in matters relating to courses. These are based on the feedback received from the students and other stakeholders. Senior faculty members of the staff are also the members of the Board of Studies, Conducting Board, Syllabus Committee and other Academic Committees of Sambalpur University and other Autonomous colleges. The students are also enriched with practical knowledge through different experiments/projects beyond the prescribed curriculum.
  - The institution organizes Extra Mural Talk/Seminars, Remedial classes for weaker students, periodical tests and also provides coaching for Entry into Services.
  - The students are also spurred on to participate in out-door and in-door games, sports, athletic meets, University/State/National and International level competitions. These features enhance the overall ambiance of the college. The college develops social responsibilities and promotes citizenship roles among the students by the activities of different statutory bodies like Students' Union, Cultural Forum, NSS, NCC, Red Cross, Eco-Club etc.
5. **Evidence of Success:** The continuous endeavour by the college and all stakeholders in above practice is reflected in the following evidence of successes : -
  - The dropout rate has been lowered substantially.
  - Most of our students have secured positions in top ten of the University Examinations in different subjects.
  - First Class First position in B. Com. Honours has been bagged by our students in the year 2011, 2013, 2014, 2015.
  - Most of the our commerce students have established themselves in different professional courses such as Company Secretary, Chartered Accountancy, Cost Accountancy, Management, MBA, MCA etc.

- Our students have also excelled in the field of NCC, NSS, Games and Sports. The students of our college have an excellent track record of winning trophies, cash prizes in different University/State/National level Championship in Hockey, Cricket and other games.
- Some of our students have established as young entrepreneurs in our state and country.
- Most of the students have been appointed by different agencies and some have created the opportunities for others.

**6. Problems encountered and resources required:**

- The infrastructure is inadequate to implement the best practice in toto.
- The faculty members are deprived of interaction sessions with the students due to lack of hostel facilities.
- Shortage of regular faculties.
- Shortage of funds to develop infrastructure.
- Functioning of Higher Secondary classes in our college.
- Lack of proper training for ICT enabled teaching.

**7. Notes :**

- Imbibing a value system among students
- Updating innovative teaching, learning and evaluation methods
- Promoting the use of technology.
- Quality development and promotion through IQAC-Quest for excellence.

**BEST PRACTICES – II**

**1. Title of the practice : *Women Empowerment and creation of Better citizens***

2. **Goal :** The clear-cut objective is to create an environment through positive practices for full development of women to enable them to realize their full potential and to serve the community by participating in decision making process in social, political and economic life of the society as well as the nation.

3. **The Context:** Students life at college must be linked to their life out side the college. They must be awakened for empowerment. Legacy of bookish learning continue to shape our system and causes a gap between the college, home and community. Hence both formal and non formal education is required for the growth of the students which leads to an inclusive growth of the community at large. There is a great responsibility on every citizen to pay due attention to the societal problems and try to eradicate these and by doing so one can understand the real meaning of life and grow as a conscious citizen and a good human being.

4. **The Practice:** The women students of our college are involved in various co-curricular and extra-curricular activities in addition to academic excellence. Women students take admission in our college being attracted to the academic and other fields. Their academic excellence is reflected in the results published by the university. In the field of games and sports as well as NCC, NSS, Red Cross activities, a very good number of women students are involved.

The student volunteers do an admirable job to help the people during different natural calamities. They carry out different awareness programmes on AIDS, Blood Donation camp, Swachha Bharat Abhiyan, Law against domestic violence, Traffic and other social evils. Women students participate in Self Defense Programme organized by the college. Our college develops social responsibilities, creates a positive self image, teaches the girls about equal status and promotes citizenship roles among the students by the activities of different statutory bodies like Students' Union, Cultural Forum, Eco/club, Music Club, Odia Sahitya Sansad, apart from, NCC NSS, Red Cross etc.

**5. Evidence of Success:**

- Through better communication skill, women students get exposure to mass media and have joined in journalism and mass-communication programme. Some women students excel in the entertainment world.
- Our students have entered into jobs in Banks, Police, paramilitary services, schools and colleges.
- Some of our students have turned into entrepreneurs.
- In our college 60% of the students are girls, which itself gives the evidence of women empowerment.
- Women have also bagged top-positions in the university examinations in different subjects which are reflected in the departmental profile.
- The women students of our college are regular members of our university team in hockey, football, kabaddi, khokho and have achieved success at All India Inter University Zonal Tournaments.
- Our students have also participated in the Thal-Sainik camp held in New Delhi on the occasion of Republic Day celebration.
- One of our NCC cadets namely Ms. Sakshi Kaur in Republic Day Celebration, 2015 and Prime Minister's Rally has been selected as a part of cultural team for Youth Exchange Programme as an anchor and singer.
- Our cadets of women wing of NCC are regular recipients of Sahara Scholarship.

**6. Problems encountered and Resources required: -**

- Lack of hostel facility
- Tribal girls students commuting from distant rural areas
- Lack of woman instructor for Physical Education, trainer for Self-defense and NCC officer in woman wing.
- Inadequate infrastructure to implement the best practice in toto

**7. Note:-**

- Creating awareness about women empowerment
- Eliminating gender discrimination
- Promoting different extra curricular activities like sports and games, NCC, NSS, Red Cross etc.

- Organizing debates, seminars, extra mural talks to make them functionally literate, to provide them an inner-strength to have a voice in everything.  
Any additional information regarding innovative and best practices which the institutions would like to include. NIL

Website-www.municipalcollegerkl.com

## ACADEMIC CALENDAR FOR THE SESSION 2014-15

SL NO	EVENTS	DATE
1	REOPENING OF COLLEGE	17.06.2014
2	START OF CLASSES OF +3 II ND YR & III RD YEAR	18.06.2014
3	ADMISSION IN TO +3 I ST YEAR CLASSES	JULY II ND WEEK.
4	START OF +3 I ST YEAR CLASSES	AUGUST 3 RD WEEK
5	ADMISSION FOR HONOURS SUBJECTS	I ST WEEK OF AUGUST
6	SCHEDULE F OF MONTHLY TESTS	
	I ST YEAR(PASS/HONS)	SEPTEMBER III RD WEEK NOVEMBER III RD WEEK JANUARY III RD WEEK FEBRUARY III RD WEEK
	II ND YEAR(PASS/HONS)	JULY III RD WEEK AUGUST III RD WEEK SEPTEMBER III RD WEEK
	III RD YEAR(PASS/HONS)	NOVEMBER III RD WEEK
7	COLLEGE UNION ELECTION	SEPTEMBER 4 TH WEEK
8	TEST EXAMINATION	DECEMBER –II ND WEEK
9	COLLEGE LITERRARY & OTHER COMPETITION	DECEMBER III RD WEEK
13	ANNUAL SEMINAR	JANUARY II ND WEEK
11	UNIVERSITY EXAMINATIONS	
	I ST YEAR	APRIL III RD WEEK
	II ND YEAR	MARCH III RD WEEK
	III RD YEAR	MARCH I ST WEEK
12	DEPARTMENTAL SEMINAR	EVERY SATURDAY
10	COLLEGE FUNCTION	JANUARY 3 RD WEEK

Principal  
Municipal College, Rourkela.

**Municipal College, Rourkela.**